

The Scarborough System.

Net WorthTM

Your Personal

The home money manager. The program that manages your family's most important money matters; income, expenses, investments, personal property and budgets...quickly and easily. It's all you'll ever need in a home financial program.

Free
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FORTUNE
or **Money**
magazines.
Details inside.



HOME FREE SERIES

Net Worth TM

Your Personal

Developed by ISA Software, Inc.

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ISBN: 0-916377-04-0 (Commodore 64 and Atari)

EQUIPMENT

Commodore 64, one disk drive, and television or monitor.

Apple II/II+ /IIe/IIc with minimum 64K, one disk drive, and television or monitor.

All **Atari** computers with minimum 48K, one disk drive, and television or monitor.

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This product may be tax deductible

If this product is used for the preparation of your tax return, the management of your investments, or in connection with your trade or business, it may, under some circumstances be TAX DEDUCTIBLE (Internal Revenue Code, Sections 212 and 162). It is recommended that you consult with your tax advisor on this issue.

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INTRODUCTION

INTRODUCTION

Like any good piece of software, *Your Personal Net Worth* has true depth and sophistication. In minutes, *Your Personal Net Worth* can help you manage your money in ways that would take hours by almost any other method. To make the best use of *Your Personal Net Worth*, we strongly urge you to read this brief introduction. It will take you only a few minutes.

WHAT'S YOUR PERSONAL NET WORTH?

Your Personal Net Worth was designed specifically to make financial management both effective AND enjoyable. *Your Personal Net Worth* will help you:

- Establish a Budget.
- Monitor your income and expenses.
- Organize your household inventory.
- Record your stock transactions.
- Discover your Net Worth.
- Create a Balance Sheet that reflects your assets and liabilities.
- Prepare your year-end tax returns more easily.

Your Personal Net Worth is written to be easily understood by people who have had difficulty managing their money and are first-time computer users, and by those who are experts in these areas. *Your Personal Net Worth* was not written for both homeowners and small businesses. It was written EXCLUSIVELY for homeowners.

HOW MUCH CAN YOU DO WITH YOUR PERSONAL NET WORTH?

Plenty! *Your Personal Net Worth* will:

- Handle 420 different financial categories (e.g., income, expenses, assets, liabilities).
- Record over 3,000 financial records on each disk.
- Manage ten separate bank accounts.
- Provide on-screen help any time you are confused, simply by pressing a key. This eliminates the need to constantly check the manual.
- Display (in color) and print reports reviewing your financial condition.
- Help you to reconcile your bank account each month.
- Print your checks, if you wish.
- File your tax-deductible items throughout the year (you'll be ready for April 15 next time!).
- Process all of your entries with lightning speed.

We could go on, but we think you've got the idea. *Your Personal Net Worth* contains more functions integrated on a single disk and is easier and faster to use than any other similar product.

A Little Background on Money Management

Your Personal Net Worth provides you with much of the power of a major business accounting system, but with none of the hassle. It produces "Balance Sheets", "Income Statements", and other important reports for financial analysis. While these reports may have some forbidding names, they are actually easy to understand. Before you begin to use *Your Personal Net Worth*, you may find it useful to review some basic financial concepts. If you are already

familiar with basic accounting principles, please continue to the next section.

STATEMENT OF NET WORTH

With *Your Personal Net Worth* you'll always have a current Statement of Net Worth for your own reference or for your bank. (If you want to borrow money, this is almost always the first thing your banker will ask to see.)

A Statement of Net Worth (or "Balance Sheet") is a statement of your financial position on a specified date. It attempts to "balance" three variables:

1. ASSETS (what you own in cash, property, stocks, etc.)
2. LIABILITIES (what you owe to others)
3. NET WORTH

The relationship between these three variables can be expressed as:

$$\text{Assets} - \text{Liabilities} = \text{Your Net Worth}$$

In other words, if you sold all of your possessions and paid off all of your debts, the money left would be your Net Worth. There's not much more to it than that! And that's the heart of your financial statements.

BUDGETING

Now let's look at budgeting. A Budget helps you to be more financially disciplined. Making a Budget encourages you to think about how you intend to manage your income and expenses so that, at the end of the year, you will have more income than expenses.

To set up a Budget, begin by listing:

1. All of your sources of income.
2. All of your expenses.

We've provided a list of categories (which we've called a "Chart of Accounts") for you to consider in the "Getting Started" section of this manual. Take a moment to look at it. With each item you list, try to be as specific as you can. (For example, under "Expenses" you may have listed "Home Improvements", which would include such items as repair work, painting, and wallpapering. It does not, however, include the purchase of furniture, which would be considered as a separate category.) Keep this list handy so you can refer to it often. It will help you to develop a consistent approach to your finances.

Next, add the actual figures to your categories (at some points in the manual, we will refer to these figures as "Actuals"). Try to arrange your Budget using the format appearing on the next page (we've used our own categories and figures).

Once *Your Personal Net Worth* has received your actual figures, it will be able to compute your Excess Income (Income—Expenses) with a simple press of a key!

As you can see, it's very easy once you get started. We suggest that you write your Budget on paper before you start entering the figures into the computer. In the beginning, you'll probably find it easier to use paper as a scratch pad than to use the computer for making notes. But after you get accustomed to *Your Personal Net Worth*, just the opposite will be true. You'll discover that *Your Personal Net Worth* will save you enormous time and energy the more you use it.

CATEGORY	JAN	FEB	MARCH.	DEC	TOTAL
Income:					
Salary (Net)	\$2500	\$2500	\$2500	\$2500	\$30000
Interest	125	140	155	290	2480
Dividends	100				400
Bonuses				220	220
Other Income					
Birthday			150		150
Tax Refund					1200
				Total	\$34,450
Expenses:					
Rent and Utilities	\$750	\$750	\$750	\$750	\$9000
Food	350	350	350	350	4200
Clothes	500	150	150	800	2200
Auto and Gas	375	375	375	375	4500
Car Insurance	200			200	800
Telephone	60	60	75	150	825
Health Club	700				700
Vacation				1000	1000
Furniture		1200			1200
Federal Tax			400		400
State Tax			125		125
Personal Expenses	100	100	100	100	1200
Entertainment	67	67	67	67	800
				Total	\$26,950

ACCOUNTING TERMS YOU NEED TO KNOW

ACCOUNT

An "Account" is simply a place, like a file folder, where you would keep a record of a financial transaction. You could also think of it as a "Money Category". For example, a Salary Account would be used to record the amount paid to you by your employer.

Your Personal Net Worth contains four basic types of accounts:

ASSET ACCOUNT: Records the value of your property, such as your house, jewelry, cash, stocks or bonds. An Asset can also be money that other people owe you (accountants call these amounts "Accounts Receivable"). The first ten Asset Accounts in your program are reserved for your Bank Accounts.

LIABILITY ACCOUNT: Records money you owe to other people, such as a car loan, a mortgage, a loan from a friend or purchases on credit cards.

INCOME ACCOUNT: Records money that you have received, such as salary, commissions, interest or proceeds from the sale of property (a garage sale is an example).

EXPENSE ACCOUNT: Records money you have spent for purchases or payments such as groceries, clothes, electricity or rent.

As we mentioned, we have already supplied on your data disk a list of accounts for you to use. If you need to set up additional accounts, or wish to delete some of the accounts we have made available to you, see "Establishing Your Accounts" in "Getting Started".

TRANSACTION

A "Transaction" is any business operation you have performed. It can be as simple as making a deposit to a bank account or as complex as buying a new home.

Every transaction affects at least two accounts. When you enter your salary check, for instance, the transaction increases an Income Account as well as your Checking Account balance (an Asset Account).

Your Personal Net Worth will update both accounts for you automatically. You need make only the single entry.

JOURNAL

Accounting information is usually available from various documents, such as checks, deposit slips, bank statements, credit card charge slips, and insurance claims. These documents each represent a type of transaction. In order to keep this data organized, each type of transaction has its own "journal". A "Journal" is a chronological record of the transactions represented by these documents. When the transactions are recorded in a Journal they are called "Entries" (because they are "entered" into the Journal). For example, salary checks are entered in the DEPOSITS Journal, rent payments are entered in the PAYMENTS Journal, and credit card purchases are entered in the CREDIT CARD PURCHASES Journal. Within each Journal, *Your Personal Net Worth* organizes all of your entries according to the date they were entered so that you can quickly locate information about a particular transaction at any time.

POSTING

Each entry listed in a Journal must eventually be transferred, or updated, to a permanent account. Accountants call this process "Posting". Once entries have been posted, *Your Personal Net Worth* can provide you with two important reports:

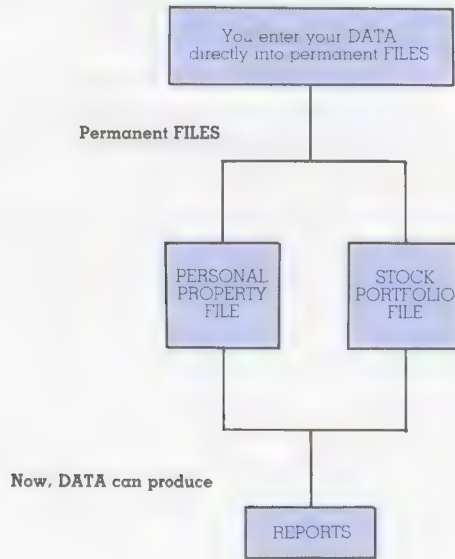
INCOME STATEMENT: This report lists all of your Income Accounts and their balances. It also

calculates your Excess Income for you. There are four different styles of this report, which are discussed in "Reports".

NET WORTH STATEMENT: Also known as a Balance Sheet, this report lists the total of your assets and liabilities and calculates the difference to show your Net Worth.

We have provided you with the following charts to help you understand more clearly how *Your Personal Net Worth* processes your financial data.

THE OTHER IMPORTANT MODULES



ACCOUNTING METHODS

While we have tried to make *Your Personal Net Worth* conform as much as possible to generally accepted accounting principles, we recognize that individuals are not businesses. They don't keep financial records the way a business does. And they don't have to follow the same legal requirements that businesses do.

HOW BUSINESSES ORGANIZE THEIR BOOKS

There are two standard accounting methods that businesses use to record their financial transactions:

1. Accrual
2. Cash

With the Accrual Method, income, liabilities, and expenses are recorded at the time of the transaction, even though money has yet to be received or paid. With the Cash Method, income, liabilities, and expenses are recorded only when money has been received or paid.

Let's consider two examples.

Example 1: Income

Suppose Wonder Widget Works, Inc. sold 100 widgets to the ABC Company in June, but did not receive the money from ABC until September. Using the Accrual Method, the money that they expected to receive in September would be recorded in June as a "Receivable". Using the Cash Method, the income would only be recorded in September, when it was actually received.

Example 2: Expense

Let's consider the above example from ABC Company's point of view. ABC Company ordered 100 widgets from the Wonder Widget Works, Inc. in June but did not expect to pay for the widgets until September. Using the Accrual Method, the liability and the expense would be recorded as "Payables" in June when they placed their order. Using the Cash Method, the liability and the expenses would not be entered into their books until September, when the merchandise was paid for.

HOW PEOPLE ORGANIZE THEIR BOOKS

When you consider the above examples, you're likely to agree that the Cash Method is more suited to your day-to-day financial operations. Very few

people, for example, would go to the trouble of recording their paychecks as a Receivable.

Nevertheless, if you wish to record certain transactions as Receivables, you can with *Your Personal Net Worth*. *Your Personal Net Worth* is that flexible. (For an example, see "Pay Medical Expenses Out of Pocket" in "TRANSFERS Journal".)

You do have Payables, however. The clearest example is the use of the credit card. When you use a credit card to purchase an item, you are basically promising to pay for that expense sometime in the future. The same holds true for any loan you may have. *Your Personal Net Worth* treats Payables as liabilities.

DETERMINING YOUR NEEDS

The way you use *Your Personal Net Worth* will be determined to a large extent by your financial aims and by the amount of time you have to devote to organizing your financial records.

Some people, for instance, simply want a rough estimate of where they stand financially. They are not interested in assets and liabilities or determining their Net Worth. They may make general entries once a month and prefer to use their personal checkbooks to pay for expenses. *Your Personal Net Worth* will let them do this.

Others may need regularly to produce a Statement of Net Worth for their bankers to see. They may only want to enter the totals of their assets, liabilities, income, and expenses periodically to generate the reports they need. *Your Personal Net Worth* will let them do this.

And there are those who are interested in keeping a strict financial record of all their transactions for tax purposes. These people realize

that the more time they devote to organizing their finances, the more benefits they receive. They will use *Your Personal Net Worth* to its full capabilities.

No matter what type of person you are, or what financial aims you have, *Your Personal Net Worth* is designed to serve you.

Using Your Personal Net Worth

GETTING READY TO GET STARTED

There are two things you will need to do before you begin using *Your Personal Net Worth*.

First, you will need to order checks if you wish *Your Personal Net Worth* to print them for you (see "Check Writing"). Second, you will need to decide on the specific accounts that your particular financial situation demands. We will teach you how to delete the accounts that you do not need from the list we have already prepared for your use and to create new accounts, if necessary, that we have not included in the program.

HOW OFTEN WILL YOU USE YOUR PERSONAL NET WORTH?

That's up to you. Generally, most of us pay our bills once or twice a month, often depending upon the frequency of our pay periods. It's highly unlikely that you would use *Your Personal Net Worth* more frequently than once a week, unless you are a highly motivated individual who has a big income and big expenses and loves to fiddle with figures.

We suggest that you enter deposits, make payments, and print checks once or twice a month and that you file your receipts in a special place until you use *Your Personal Net Worth* to record your transactions. **Remember:** Anytime you make

entries, you MUST use the EXIT option before you shut off your computer. This option stores your data on your disk. If you don't use the EXIT option, all the data you have entered at that time will be lost.

Once a month you should post your accounts, receive a statement of your Net Worth, and reconcile your bank statements.

You will use *Your Personal Net Worth's* other functions more sporadically. For example, if you buy, sell or trade shares in your stock portfolio, you may wish to use *Your Personal Net Worth* each month when you receive your statement. Or, if you receive a raise, you may want to sit down at your computer and decide how you will spend the additional money. Making an inventory of your personal belongings in the PERSONAL PROPERTY file can be done at any time.

At the end of the year you will need to use the YEAR-END MAINTENANCE option to "close your books". If you are self-employed and need to file your taxes quarterly, you will find the Tax Records you have generated to be very helpful.

Finally, we have provided you with a way to alter the value of your assets, such as your house, as their worth fluctuates with deflation, inflation or just changes in market value. These adjustments can be made anytime, but are most often performed before making a Statement of Net Worth or going to the bank.

We know that your financial life does not always conform to rigid accounting demands. That's why we designed *Your Personal Net Worth* to be a very flexible software program that will adapt to your particular lifestyle.

SO YOU MADE A MISTAKE . . .

Making errors is bound to happen to anyone at anytime. It even happens to accountants! Correcting errors in *Your Personal Net Worth* is easy—no matter when you find them. However, the method is different depending on whether you find them

- while making the entry;
- after entering and before posting;
- after posting.

WHILE MAKING AN ENTRY

It's easy to change your figures by re-entering them into the appropriate field. If you have spotted an error and the Cursor has gone to the next field, simply complete the other fields; then when *Your Personal Net Worth* asks you

ARE YOU SURE YES/NO: Y

answer **N** (No) and you will start over at the top. Press **RETURN** to get to the place where the error occurred. Then type in the correct information. Use the SPACEBAR to delete any unnecessary characters.

AFTER ENTERING AND BEFORE POSTING

If you have made an error on a transaction you entered a week ago, find the appropriate Journal (e.g., DEPOSITS, PAYMENTS) and select **REPORT** to find the specific transaction you wish to change. The entries are organized according to date. Once you have found the transaction, return to your Journal menu, select the **CHANGE** function and

enter the appropriate date. When you press **RETURN**, the data will automatically appear on the screen. *Your Personal Net Worth* will ask you

CORRECT TRANSACTION YES/NO: N

If you have made multiple entries on that date and the wrong transaction has appeared on the screen, answer **N** to this question and press **RETURN**. *Your Personal Net Worth* will bring to the screen the next entry you had made on that date. If necessary, continue with this procedure until you have found the right transaction. After you have made your changes, *Your Personal Net Worth* will ask

ARE YOU SURE YES/NO: Y

If the data is now accurate, answer **Y**. If it is not, answer **N** and press **RETURN**. *Your Personal Net Worth* will bring the Cursor to the next field to allow you to correct the error.

AFTER POSTING

It's still not too late to make changes, although the procedure is a little more intricate. To erase an error, you need to make what is called a "Reversing Entry". You will not be able to use a Journal's REPORT function to find the date of a specific entry once the entry has been posted. Instead, you will need to use the HISTORY REPORT in the REPORTS section. Find the appropriate Journal and locate the specific entry. Copy down the data. Now return to the proper Journal menu in the MAKE

ENTRIES section and use the ADD function to enter the same amount as your original figure except make it "negative" (for example, if you originally made a deposit of \$300, now enter the same transaction with a -\$300 as the amount). The effect is to "reverse" your error, and cancel the result of the first entry. You will need to post this "Reversing Entry" before it will affect your account balances. Once you post, the accounts that your original entry affected will be adjusted appropriately by your Reversing Entry.

KEYBOARD

These are the special keys you will use to operate *Your Personal Net Worth* program on either the Atari, Apple or Commodore 64 computers:

ATARI	COMMODORE	APPLE	FUNCTION
DELETE BACK S	INST DEL	DELETE	Deletes whichever character the Cursor covers. Whenever a deletion is made, the characters to the right of the Cursor automatically will shift one space to the left, closing the gap.
CTRL INSERT	INST SHIFT	—	Inserts a space at the Cursor position when both keys are pressed simultaneously. Whenever a space is inserted, that part of the line to the right of the Cursor moves one space to the right. If no more space is available in a line, insertion will stop.
ESC	ESC	ESC	Returns you to the previous screen; any data entered on the current screen will be discarded. On the Commodore, the ESC key is the upper left-hand arrow on your keyboard.
SHIFT CLEAR	CLR/ HOME SHIFT	CTRL X	Clears the entry, enabling you to re-do the data.

ATARI	COMMODORE	APPLE	FUNCTION
RETURN	RETURN	RETURN	Enters your response or data into <i>Your Personal Net Worth</i> . It signals to <i>Your Personal Net Worth</i> that you have finished your entry and then allows the program to continue.
CTRL ARROWS	RIGHT, LEFT, UP, DOWN CRSR	RIGHT, LEFT, UP, DOWN ARROWS	Moves Cursor from field to field. These are the CURSOR CONTROL keys. To move UP or LEFT on the Commodore, use the SHIFT key with the CRSR keys.
CTRL 1	F1	—	Changes the foreground color on the screen.
CTRL 3	F3	—	Changes the background color on the screen.
CTRL 5	F5	—	Changes the character colors on the screen.
CTRL 7	F7	OPEN APPLE	Brings the HELP Tutorial to the screen when the Program Disk is in the disk drive. Press ESC to return to your previous screen selection.

Getting Started

Before you can begin to use *Your Personal Net Worth* program, you need to know how to prepare data disks and create a backup system for your data.

YOUR DATA DISKETTE

Your Personal Net Worth comes with a data diskette that is ready for you to use. It contains all the accounts that we think most people will need to get started.

Before you do anything with the program, it's vital that you make a copy of this diskette and put it away for safekeeping. ALWAYS KEEP ONE UNTOUCHED COPY OF THIS DATA DISKETTE so that if you like the accounts we've included on

it, you will never have to create a new data disk from scratch.

CREATING A NEW DATA DISK

If you want to start a new data disk with no accounts or balances on it, use the **CREATE A DATA DISK** option on your MAINTENANCE menu (which is option number six on your main menu). Insert a blank or unused disk when you see the message

INSERT NEW DISKETTE AND PRESS RETURN

Note: Never use a write-protected disk or place a write-protect tab over the square notch in the data disk; if you do, *Your Personal Net Worth* will not be able to save your data.

BACKUP COPIES

We highly recommend that you keep at least two regular copies of your data and at least two additional copies at the end of a year. Both sets of disks can be recycled.

This backup procedure ensures that you always can go back to at least the previous session if something should damage your data or disk.

Here's one method for cycling two regular disks (let's call them A and B); disks should be cycled every time you use *Your Personal Net Worth*.

DAY	USE DISK	BACKUP TO DISK
1	A	B
2	B	A
3	A	B
4	B	A

COMMODORE 64

To make backup disks, we have included a Backup Utility Program on your disk. Here's how to make a copy of *Your Personal Net Worth* data disk.

1. To make backup disks on your Commodore 64, you will need to have *Your Personal Net Worth* Program Disk, the data disk you wish to copy, and a blank disk (or one you don't need).
2. Begin by turning on your computer and monitor. Insert the unused disk into the drive and turn on the disk drive. When you see the red light go off, type

OPEN 1, 8, 15, "N0: NAME, 01"

Notice that the character before the colon is a zero, not an "O".

3. When you press **RETURN**, the disk will whirl and spin for a while. When it is finished, your disk is "initialized". Remove the initialized disk from the drive and put a label on it. **Caution:** Always use a felt-tip pen when you write the date of the files on your disk label. **PRESSING HARD WITH EITHER A BALL-POINT PEN OR PENCIL MAY DAMAGE YOUR DISK.**
4. Now place *Your Personal Net Worth* Program Disk into the drive. Type

LOAD "BACKUP", 8

5. Press **RETURN** and the backup program will be loaded.

-
6. Now type **RUN** and press **RETURN**.
 7. You are now in the backup program. In the backup program, you will first be asked to place your original disk in the drive. The backup program will read some information off your disk, and then ask you to place your "new" disk into the drive. It will begin to copy the information onto that new disk. You will need to switch disks and repeat the process up to six times in order to copy the entire disk.
 8. When you see the message

**PLACE SOURCE DISK IN DRIVE,
PRESS RETURN**

you must put your original data disk in the drive. When you see the message

**PLACE NEW DISK IN THE DRIVE,
PRESS RETURN**

take your source or original disk out and insert your new disk. Be sure that they are labelled differently so that you can distinguish between them. As you switch between the disks, you will see either the message

READING . . .

or the message

WRITING . . .

This means everything is going well.

ATARI AND APPLE

To copy data disks, use the copy programs or options that come standard on your machines.

LOADING YOUR PERSONAL NET WORTH

COMMODORE 64

1. Insert *Your Personal Net Worth* Program Disk into your disk drive and turn on its power switch. The green and red lights will go on; soon, the red light will shut off.
2. Turn on the power to your computer, television, and printer.
3. Type

LOAD "NW", 8

When the word **READY** is displayed, type

RUN

and press **RETURN**.

ATARI

1. Turn on the power to your disk drive one and monitor. Wait for the red light on your drive to go off.
2. Insert *Your Personal Net Worth* Program Disk in drive one and turn on the computer. *Your Personal Net Worth* will load automatically.

Notes for Atari Users

If **BOOT ERROR** is displayed while *Your Personal Net Worth* program is trying to load, check the following:

-
1. A cartridge is inserted in the computer—remove cartridge and try again.
 2. Insufficient memory—*Your Personal Net Worth* requires 48K of memory.

If you are using any Atari XL, hold the **OPTION** key down while turning on your computer. Otherwise, the program will not load properly.

When the program is loading, the screen will go black at first and then several title screens will appear.

APPLE

Your Apple diskette is self-booting. Simply put your diskette into drive one and turn on your computer and monitor. The disk drive should begin to operate, and after a few minutes you should see the Scarborough title screen.

Although *Your Personal Net Worth* doesn't make a lot of noise, it does make some. To turn off the sound, turn down the volume on your television set. If you miss the sound, you can turn it on again at any time. (Apple owners can hit **CTRL G** to turn their sound on and off again.)

INSERTING YOUR DATA DISK

When *Your Personal Net Worth* is finished loading, it will ask you for the household name of your disk. At this point, insert your data disk into the disk drive.

Once you have inserted your data disk into the drive, you may simply press **RETURN**. *Your Personal Net Worth* will read the name of the disk for you if you don't type it in. If it is the correct disk, just press **RETURN** to continue.

If you entered the wrong name or made a

mistake, *Your Personal Net Worth* will tell you the name of the disk in the drive. You can "start over" by pressing **ESC**.

If *Your Personal Net Worth* cannot read your data disk (because it is either blank or unformatted), it will come up with a name for the disk that is blank or contains "nonsense" characters. When *Your Personal Net Worth* asks

CONTINUE YES/NO: Y

answer **N** for No and press **RETURN**. *Your Personal Net Worth* will then ask

CREATE NEW DATA DISK?

Type **Y** for Yes if you want to create a new data disk. Otherwise, answer **N** to start over.

MAIN MENU

Let's get acquainted with *Your Personal Net Worth's* main menu:

PERSONAL NET WORTH	
YOUR DATA DISK (1984)	
→	1. MONEY MANAGEMENT
	2. TAX RECORDS
	3. PERSONAL PROPERTY
	4. STOCK PORTFOLIO
	5. MAINTENANCE
	6. EXIT
SELECTION: <u>1</u>	
PRESS F7 AT ANY TIME FOR HELP	

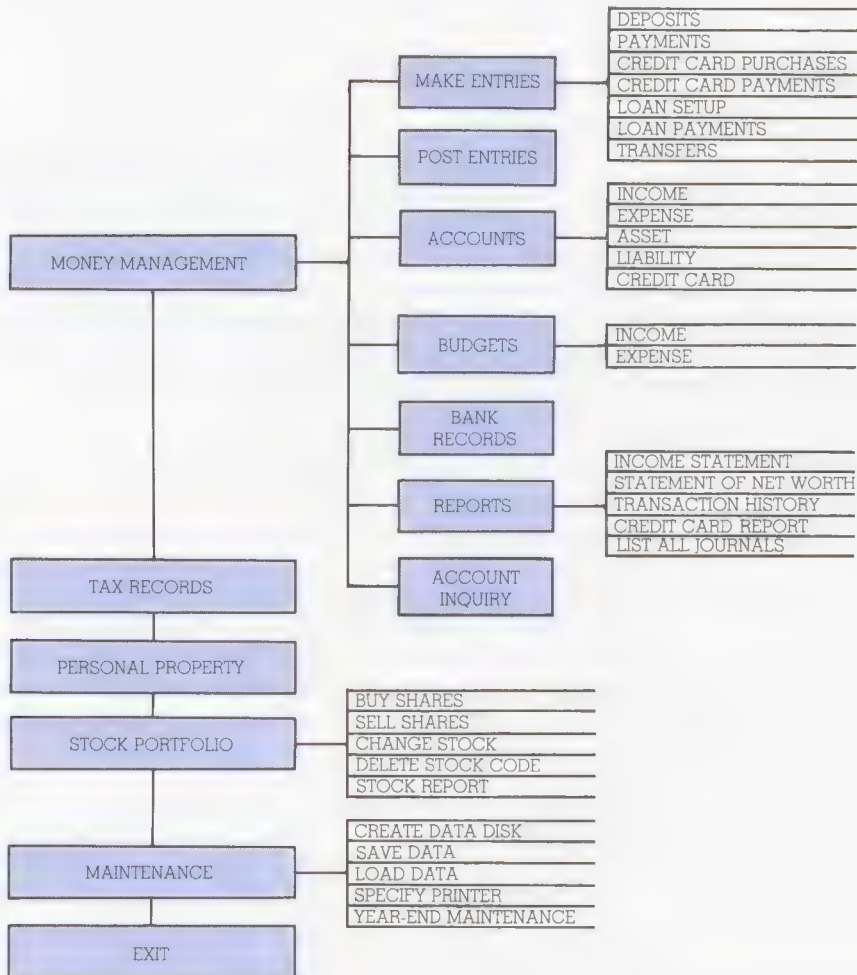
HEADING BAR: Where the words, "Your Data Disk (1984)", are displayed in the above example is where you will enter the file name and year on your data disk. By assigning any name and year you wish, you can keep track of many different data disks at one time.

ARROW: The arrow in the above menu indicates the current selection. Make your menu selections simply by moving the arrow up and down (see "Keyboard" to learn which keys to use). Press **RETURN** after you have made your selection. You can also make menu selections by typing the number of the selection and pressing **RETURN**. If you type a number greater than the number of selections offered, the computer will "beep" to signal your error.

FUNCTION KEYS: Across the bottom of the screen are a series of selections called "Functions". If you don't see a flashing Cursor anywhere on the screen, *Your Personal Net Worth* is waiting for you to give it a command (e.g., ADD, CHANGE) by using the RIGHT ARROW key and pressing **RETURN**. Once you select a function, the flashing Cursor will appear in the first field on your screen. To see a chart of the functions available to use, turn to "Make Entries".

HELP: To see the HELP Tutorial for any selection, insert *Your Personal Net Worth* Program Disk into your disk drive and press **F7** on the Commodore 64, **OPEN APPLE** on the Apple or **CTRL 7** on the Atari. We recommend that you insert the Program Disk back into your disk drive while you are using the program so that you can have the Tutorial option available to you at any time. (**REMEMBER:**

YOUR PERSONAL NET WORTH PROGRAM



Before you turn off your computer, you **MUST** insert your data disk into the disk drive and use the EXIT option if you wish to save the data you have entered.) You can use the Tutorial at any time without affecting the data you are entering. Press **ESC** to return to the screen you were working on before you selected Tutorial.

EXIT: ALWAYS USE THE EXIT MENU SELECTION AS THE LAST STEP WHENEVER YOU USE YOUR PERSONAL NET WORTH. The EXIT function ensures that your data is saved at the end of the session and that all files are properly posted.

We have included a schematic diagram of *Your Personal Net Worth* (preceding page) so that you can get an overall picture of the program's files.

You are now ready to begin. Please remember that while *Your Personal Net Worth* is as easy and fast to use as any financial management software you can buy, the time you invest in learning to use *Your Personal Net Worth* correctly will repay you many times over. Perhaps for the first time in your life, YOU can be in control of your finances.

ESTABLISHING YOUR ACCOUNTS

Before you can make your initial entries, you need to establish the specific accounts that will accurately reflect your financial activity.

These accounts are like categories. *Your Personal Net Worth* offers you five basic categories, or types of accounts, to use to organize your financial data:

1. Income Accounts
2. Expense Accounts

-
3. Asset Accounts
 4. Liability Accounts
 5. Credit Card Accounts

These accounts are fixed; that is, they are a permanent part of *Your Personal Net Worth* program and cannot be changed.

Within these categories, however, are subcategories that can be changed to suit your specific needs. The specific accounts that we have included on your data disk are listed in the Chart of Accounts on pages 42-44. We realize that this list of accounts will not be perfect for everyone. For example, within the Expense Account are the subcategories of Groceries, Telephone, Clothing, and Pet Costs. If you do not have pet costs, you will want to delete this particular account. Or, if you make rent payments rather than mortgage payments, you could delete the Mortgage Payments subcategory (of course, you could also do the opposite if you were a homeowner).

Other subcategories may be too general for you. For example, there is an account reserved on your data disk for tax-sheltered investments. But if you have several tax-sheltered investments, such as oil-and-gas investments and equipment leasing, you may need to add another account to your disk.

The data disk is really there as a guide for you. Feel free to modify the accounts to better suit your financial situation. (Remember to keep a copy of the original data disk before you modify it.)

ACCOUNT NAMES AND NUMBERS

INCOME AND EXPENSE ACCOUNTS

Use Income and Expense Accounts to record any money coming into your household or any money

going out. These accounts have a monthly Budget associated with them. *Your Personal Net Worth* will give you a summary each month of the actual incoming or outgoing amounts so that you can compare these Actuals against your Budget.

ASSET AND LIABILITY ACCOUNTS

Asset and Liability Accounts record the value of an asset (something you own) or the amount of a liability (something you owe).

For example, consider a house. Because it is something owned, it is an asset and its value is recorded in an Asset Account. There is no Budget for it. Establishing a monthly Budget to record the value of a house by month would be meaningless.

Similarly, you would not budget a liability. For example, there is no Budget for the total amount of a mortgage loan. But, you say, you make monthly mortgage payments. Part of your payment is interest on the loan. This interest is an expense. But the loan itself (the principal) is a liability that is reduced each time you make a payment.

CREDIT CARD ACCOUNTS

Credit Card Accounts are simply a type of liability (what you owe). But, to make your finances clearer and more accessible to you, we have treated them as a separate category.

Use Credit Card Accounts to list each credit card company to whom you owe money. Record payments and purchases in the CREDIT CARD PAYMENTS and CREDIT CARD PURCHASES Journals.

ACCOUNT NUMBERS

The accounts listed from 71-80 are reserved for Bank Accounts. Entries made to these accounts will automatically be recorded in the BANK RECORDS file, which needs to be reconciled in the future. If you give a Bank Account another number (such as 90), *Your Personal Net Worth* won't let you reconcile it.

MODIFYING YOUR ACCOUNTS

Your Personal Net Worth recognizes the type of account from the Account Number. The Account Number consists of up to three digits. The following numerical divisions denote the account types:

- 1-20 are Income Accounts
- 21-70 are Expense Accounts
- *71-120 are Asset Accounts
- 121-170 are Liability Accounts
- 1-250 are Credit Card Accounts

Your Personal Net Worth lets you have up to 420 accounts at one time. This number includes the total of all Income, Expense, Asset, Liability, and Credit Card Accounts.

To modify your accounts, first select **MONEY MANAGEMENT** in *Your Personal Net Worth's* main menu and then **ACCOUNTS**. You will see the following screen:

PERSONAL NET WORTH	
ACCOUNTS	
→	1. INCOME
	2. EXPENSE
	3. ASSET
	4. LIABILITY
	5. CREDIT CARD
SELECTION: <u>1</u>	

Simply select the account type and press **RETURN**. In each case you will be asked to give the Account Number and Description. The CREDIT CARD selection will additionally ask you for the specific Liability Account Number for that card (in the Credit Card Number field, enter 001, 002, 003, etc., to show which number of card it is; use Description to enter card name, such as Visa).

When you select **ACCOUNTS**, you have three options: **ADD, CHANGE, DELETE**.

ADDING ACCOUNTS

It is a good idea to make a copy (either printed or handwritten) of your list of accounts.

You can add a new account at any time. It's simple. Select the account you wish and use the ADD function to supply the correct information. That's all you need to do! You can even enter transactions that occurred earlier in the year to these accounts because *Your Personal Net Worth* allows you to give your transactions any date you wish within the year.

CHANGING ACCOUNTS

In general, the only data you can change on an account is its description. This can be useful. You can, for instance, change Tax-Sheltered Investments to Oil-and-Gas Investments simply by entering a different name.

It is also possible to change the Liability Account Number on your Credit Card Account. Your data disk places each Credit Card Account into separate Liability Accounts, but you can register all Credit Card Accounts under one Liability Account called "Credit Card Payable". This way, only one sum will appear in your Statement of Net Worth. *Your Personal Net Worth* will allow

you to make these changes in the middle of the year, so, of course, if you've already started to use an account, be careful. Your records may get mixed up.

DELETING ACCOUNTS

You can only delete an account if you haven't started using it. If you have already started to use an account, *Your Personal Net Worth* will not permit you to delete it. Sometimes renaming the account will solve this problem.

MAKING INITIAL ENTRIES

Now that you have chosen your specific accounts, it's time to enter your initial balances. These entries are easy to make once you learn the form.

Let's say you wish to record the following initial balances:

ASSETS

Cash	\$ 100.00
Checking Account Number 1	3000.00
Checking Account Number 2	500.00
Certificates of Deposit	10000.00
Jewelry	3400.00
House	132000.00
Furniture	5600.00

LIABILITY

Mortgage Loan	104000.00
---------------	-----------

CREDIT CARDS

Visa	1200.00
MasterCard	900.00
American Express	1000.00

To place these balances in the accounts you have selected, you would use the TRANSFERS

Journal and special Account Numbers we call "Offset Accounts". These numbers are:

- #20 for Income Accounts
- #70 for Expense Accounts
- #120 for Asset Accounts
- #170 for Liability Accounts

ENTERING INITIAL BALANCES FOR ASSET AND LIABILITY ACCOUNTS

Here, for example, is how you would enter your initial balance in your Checking Account Number 1:

MAKE ENTRIES		
TRANSFERS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: O/B	
FROM ACCOUNT	: 120	INIT BAL
DESCRIPTION	: O/B CHK 1	
AMOUNT	: 3000.00	
TO ACCOUNT #	: 072	CHECKING 1
ADD/CHANGE/DELETE/REPORT: A		

Basically, you have transferred the initial balance from 120 (Offset Account for Assets) to your Checking Account Number 1.

Make your other entries in the same way. For your mortgage loan, for example, use 170 (Offset Account for Liabilities) to transfer to your House Loan Liability Account; for your jewelry, use 120 to transfer to your Jewelry Asset Account.

MAKE ENTRIES

TRANSFERS

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: O/B	
FROM ACCOUNT	: 170	INIT BAL
DESCRIPTION	: O/B MORTGAGE	
AMOUNT	: 104000.00	
TO ACCOUNT #	: 126	LOAN/MORTG

ADD/CHANGE/DELETE/REPORT: A

CORRECTING INITIAL BALANCES

If you make a mistake entering your initial values, you can correct them in the same way as you do any other entry. You can always correct an entry while you are making it, before it is posted or after it is posted.

ENTERING INITIAL BALANCES FOR INCOME AND EXPENSE ACCOUNTS

Income and expense balances are kept by month; that is, January, February, March, and April will each have their own income balance for each Income Account.

Why is this? Let's consider your Salary Account. Salary does not have one balance because most people want to know how much salary they earned in a given month. If you wish to know how much you have earned thus far this year, the total can be easily obtained by adding the individual balances (see "Budgets").

Here's how to make separate entries for each

Your Personal Net Worth will issue a warning message to remind you that Offset Accounts 20, 70, 120, and 170 should only be used to enter or re-enter initial values.

month prior to the month you have started using *Your Personal Net Worth*:

Make one transfer from 20 to the Salary Account for month 1; another transfer for month 2; another transfer for month 3; and so forth. By including the date and the month for each transaction, the dollar amount will be correctly placed into each of the months preceding your first use of *Your Personal Net Worth*.

MAKE ENTRIES	
TRANSFERS	
DATE	: 05/03/84
MONTH	: 1 JAN
REFERENCE	: O/B
FROM ACCOUNT	: 20 INIT BAL
DESCRIPTION	: O/B JAN SALARY
AMOUNT	: 2500.00
TO ACCOUNT #	: 015
ADD/CHANGE/DELETE/REPORT: A	

This is the ideal way to do it, as it produces a record for the full year. It is not crucial that you fill in the preceding months with any data, however. If you decide not to, it simply means that your year's totals will be less accurate.

Or, if you don't have the time to record separate entries, you could enter a total amount into the month preceding your first use of *Your Personal Net Worth* (i.e., if you start *Your Personal Net Worth* in September, you could enter the year's salary total to date in August's Salary Account). If you do not have exact data on your Income,

Expense, Asset, and Liability Accounts prior to the time you begin using *Your Personal Net Worth*, it is fine to estimate.

We believe that entering accurate initial balances into your accounts will help you to get full value from *Your Personal Net Worth*. Take as much time as necessary to be sure that your facts and figures are correct. You'll find that the time you spend entering month-by-month totals for Income and Expense Accounts will pay off handsomely when April 15 rolls around next year.

CHANGES IN MARKET VALUE

Offset Accounts for
Changes in Market Value:
119—Assets
169—Liabilities

Assets and liabilities have a way of changing their values, even though no cash has changed hands or financial transactions have taken place. Let's consider three examples:

EXAMPLE 1 You drive your car into a ditch. The car, which you have listed in *Your Personal Net Worth* at a value of \$5000, now has a value of zero.

EXAMPLE 2 You have listed your mother's old ring, which you thought had a value of \$500. You take it to an appraiser and he tells you it is worth \$5000.

EXAMPLE 3 You bought your house two years ago for \$75,000. You discover that a neighbor has sold an almost identical house for \$150,000.

These are just a few examples of how assets can change their value. The changes can result from changes in market value, inflation, deflation, and appreciation or depreciation of an asset.

A liability can also change its value. For example, you have borrowed money from a friend

and have listed the debt as a liability. If your friend forgives the debt, the liability has changed.

USING ACCOUNT NUMBERS 119 AND 169

The accounts listed as 119 and 169 are designed specifically to handle these types of changes for Asset and Liability Accounts, respectively. These accounts will allow you not only to make these changes, but also to keep a record of both the date and the reasons for the change. If an asset has gone up in value, transfer a positive amount (the increase) into the account. If an asset has gone down in value, transfer a negative amount (the decrease) into the account.

An ideal time to use the Offset Accounts for Changes in Market Value is when you are about to see a banker for a loan and need to present him with a current Statement of Net Worth. The value of most assets is usually based on someone's judgment, so don't hesitate to make changes if you need to.

CHART OF ACCOUNTS

EXPENSE ACCOUNTS

ACCT#	DESCRIPTION	PROBABLE USAGE
021	ALIM PAID	Alimony paid to ex-spouse
022	BANK CHGES	Service chgs/stop payment orders
023	BUS EX/ADV	Business travel expenses, etc.
024	CAR EXP	All car expenses except purchase
025	CAR LOAN	Monthly car loan payments
026	CHLD S PD	Child support paid
027	CLOTHING	Attire of all types
028	COMMUTE EX	Expenses getting to/from work
029	CONTRIBS	Charitable gifts—tax deductible
030	EDUC EXP	Nursery, college, night school
031	ENTERTAIN	TV cable service, movies, dinner out
032	GIFTS EXP	Gift expenses to family, friends
033	GROCERIES	Food, paper products, etc.
034	HOME FURN	Furniture, drapery, re-upholstering
035	HOME REP	Cleaning, landscaping, appliance repair
036	INS PREMS	Life, Health, Car, Homeowner, etc.
037	INT/CHGS	Credit card interest, mortgage/late charges
038	LP EDUC	Repayment of educational loan
039	LP MORTG	Monthly mortgage payment/taxes/interest
040	LP OTHER	Home improvements, collateral
041	MED/DENT	Drs, dentist, drugs, eyeglasses
042	MISC EXP	Newspapers, magazines, dues
043	PET COSTS	Veterinarian bills, supplies, boarding
044	REC/CLUB	Sports fees, country/social club dues
045	RENT/MAINT	Monthly rent or maintenance charges
046	TX/FED	Estimated tax payment to IRS
047	TX/REAL ES	Town, county, city &/or school
048	TX/SOC SEC	Social security taxes from self-employment
049	TX/ST & LOC	Estimated tax payment to state/local government
050	TELEPHONE	Telephone equipment/line charges
051	TRAV/VAC	Family vacation, travel, etc.
052	UTILITIES	Gas, oil, electric, water, etc.
070	INIT BAL	Opening/Starting Balances for Expense Accounts

ASSET ACCOUNTS

ACCT#	DESCRIPTION	PROBABLE USAGE
071	CASH	Cash in hand
072	CHECKING 1	Joint account—checking
073	CHECKING 2	His account—checking
074	CHECKING 3	Her account—checking
075	SAVINGS 1	Savings account
076	SAVINGS 2	Savings account
078	SAVINGS 3	Savings account
079	M M FUNDS	Invested amounts
080	BK CD/TERM	Certificate of Deposit, Term Accts.
081	BONDS/OTH	Municipal, corporate, National (e.g., Israel)
082	BONDS/US	U.S. Government obligations
083	BROKER ACC	Monthly interest-paying broker account
084	BUS INTER	Business interests
085	CARS	Automobiles
086	COLL ITEMS	Collections: stamps, coins, etc.
087	EQUIPMENT	Home computers, tractors, etc.
088	FURNITURE	Antiques, regular furniture
089	HOUSE	Residence or vacation
090	INVS/R PRP	Rental properties
091	INVS/T SHL	Annuities, special real estate
092	JEWEL/FURS	Personal assets
093	LIFE INS	Value of life insurance policies
094	OTH ASSETS	Miscellaneous assets
095	PENSIONS	IRA's, Keogh's, & profit-sharing
096	REC/EXP CL	Employee business expense claims
097	REC/MED CL	Personal medical claims
098	REC/OTHER	Other amounts due to you
099	STOCKS	S.E.C. & privately held
119	CHG MKT V	Reflect Changes in Market Value as needed
120	INIT BAL	Opening/Starting Balances for Asset Accounts

LIABILITY ACCOUNTS

ACCT#	DESCRIPTION	PROBABLE USAGE
121	LOAN/CAR	Reflect value of car loans
122	LOAN/EDUC	Reflect value of education loan(s)
123	LOAN/HOME	Reflect value of home improvement loan(s)
124	LOAN/INS	Reflect value of insurance loans
125	LOAN/MARG	Reflect value of margin loans
126	LOAN/MORTG	Reflect value of mortgage loans
127	LOAN/OTHER	Reflect value of other loans
128	OUTSTD TAX	Show liability for estimated taxes owed
129	PAY/AMEX	Amount due to American Express
130	PAY/MST CD	Amount due to MasterCard
131	PAY/MISC	Amount due to misc charge accts.
132	PAY/OTH CC	Amount due to other credit cards
133	PAY/RENT	Amount due for monthly maintenance & rent
134	PAY/SEARS	Amount due to Sears
135	PAY/VISA	Amount due to Visa
169	CHG MKT V	Reflect Changes in Market Value as needed
170	INIT BAL	Opening/Starting Balances for Liability Accounts

INCOME ACCOUNTS

ACCT#	DESCRIPTION	PROBABLE USAGE
001	ALIM REC	Receipt of alimony, which is taxable
002	BONUSES	Extra business income
003	CHILD S REC	Receipt of child support, non-taxable
004	COMMISSONS	Salesmen/stock brokers, etc.—no taxes deducted
005	DIVIDENDS	Stocks
006	FEES/GRATS	Attyns/Drs/Clergy—no taxes deducted
007	GIFTS REC	Anniversary, birthday, track/lottery wins
008	INSUR BENS	Life/Casualty & Theft/return of Ins. Premiums
009	INTRST INC	Bank accts/stocks/bonds/loans
010	MIS BUS IN	Regular, undefined income
011	MISC OTHER	Jury Duty/Armed Forces/Poll Watchers
012	REIMB EXP	Business & medical insurance
013	RENT INC	Rents received as income
014	ROYALTIES	Royalties received
015	SALARY	Paychecks—taxes already deducted
016	SELF-EMPLY	Professional or sole proprietor income
020	INIT BAL	Opening/Starting Balances for Income Accounts

MONEY MANAGEMENT

GENERAL ACCOUNTING

When you select **MONEY MANAGEMENT** from the main menu of *Your Personal Net Worth*, you will see the following screen:

PERSONAL NET WORTH	
MONEY MANAGEMENT	
→	<ul style="list-style-type: none">1. MAKE ENTRIES2. POST ENTRIES3. ACCOUNTS4. BUDGETS5. BANK RECORDS6. REPORTS7. ACCOUNT INQUIRY
SELECTION: <u> 1 </u>	

This segment of the system allows you to do all of your general accounting.

When you first enter a transaction, you may find it a little difficult in the beginning to know which account you need and what specifically should be done with your entry. Let's take a simple example.

You have just made a deposit to your bank account. There are seven Journals that you can consider for your entry:

1. Deposits
2. Payments

-
3. Credit Card Purchases
 4. Credit Card Payments
 5. Loan Setup
 6. Loan Payments
 7. Transfers

In this case, **DEPOSITS** is the correct Journal to select.

The next question to ask is, what was **DONE** to the entry, that is, what action was taken? Since the deposit you have made is a new entry to your **DEPOSITS** Journal, you would need to use the **ADD** function.

But what if you wrote a check to pay for a new coat? Since you are making a payment, you would first go to the **PAYMENTS** Journal. What function would you use? Although you are removing money from your checking account, you are **ADDING** another payment to your **PAYMENTS** Journal. Therefore, you would use the **ADD** function in your **PAYMENTS** Journal.

If you think first of **SUBJECT** and second of **ACTION**, you will quickly be able to determine the correct amount and the right function to use for recording your transactions.

Make Entries

To go to **MAKE ENTRIES**, which is the heart of *Your Personal Net Worth* system, select **MAKE ENTRIES** from your **MONEY MANAGEMENT** menu and press **RETURN**. The following screen will appear:

MONEY MANAGEMENT	
MAKE ENTRIES	
→	<ol style="list-style-type: none">1. DEPOSITS2. PAYMENTS3. CREDIT CARD PURCHASES4. CREDIT CARD PAYMENTS5. LOAN SETUP6. LOAN PAYMENTS7. TRANSFERS
SELECTION: <u>1</u>	

When you select a category from the above menu, the first screen of that category will appear.

With these selections, you can enter every kind of transaction you will encounter. The entries have been designed so that with a single entry, all of the necessary updates will be performed.

Here are some important ideas to remember when making entries:

To see a list of Account Numbers and Descriptions, press **RETURN** in the empty

- Account Number Field. Answer **Y** to the **MORE YES/NO: Y** question to see the entire list of accounts. Press **RETURN** to go back to the field, and then enter the correct Account Number. Type **Y** or **N** to answer any question *Your Personal Net Worth* asks. Or, if the choice you wish is already highlighted on your screen, simply press the **RETURN** key.
- Use the **RIGHT ARROW** key and **RETURN** to select a function. Use **INST DEL** or **BACKSPACE** to erase typing errors.

Because the MAKE ENTRIES screens are all very similar in terms of the data required and the functions available, we have placed the information on charts to make it easier for you to review.

Study the Chart of Functions you see below. These functions describe all the actions that you can perform on any transaction you wish to record.

CHART OF FUNCTIONS

FUNCTION	DESCRIPTION	YOU WILL BE ASKED:
ADD	Adds new data.	ARE YOU SURE YES/NO: Y
CHANGE*	Changes the data in any entry that has not been posted.	CORRECT TRANSACTION YES/NO: N ARE YOU SURE YES/NO: Y
DELETE*	Deletes any entry that has not been posted.	CORRECT TRANSACTION YES/NO: N
REPORT	Displays or prints all unposted entries in a specific Journal.	PRINT/DISPLAY: P (or D) MORE YES/NO: Y

**Your Personal Net Worth catalogs your entries by date. Both CHANGE and DELETE functions will ask for the date of the entry you wish. To see a list of your unposted entries, use the REPORT function; to see a list of your posted entries, use the REPORTS section of Your Personal Net Worth and look at TRANSACTION HISTORY.*

DATA REQUIRED

DATE	Enter the date of the transaction in MM/DD/YY format (e.g., January 6, 1984 should read 01/06/84).
MONTH	A number from 1-12 will be displayed indicating the month of the date entered above. You can choose a different month if you wish. This field allows you to decide in which month you wish your entry to be recorded. It is used to print reports of total transactions for month-to-date and to post entries.
REFERENCE	<p>Enter a code to help you identify an entry. Keep your code short because there are only six spaces allowed for this field. You can use invoice numbers, charge-slip numbers or check numbers, if applicable. Otherwise, use one of these codes:</p> <p>INT — Interest DEP — Deposit ADJ — Adjustment CHG — Charge PMT — Payment EXP — Expense</p>
BANK ACCT INCOME ACCT EXPENSE ACCT LIABILITY ACCT ASSET ACCT CREDIT CARD #	Each Journal entry will request a specific Account Number. If you cannot remember the Account Number, simply press RETURN in the Account Number Field to see a list of the accounts.
DESCRIPTION	Enter some description for the transaction, such as the check payee's name or the purpose of the transaction.
AMOUNT	Enter the amount of the transaction. In LOAN PAYMENTS, you will be asked to enter principal and interest.
TAX RECORD (Y/N)	If you wish a record to be kept in the TAX RECORDS file, answer Y. Otherwise, press N.
SALES TAX	Enter the amount of sales tax that has been included as part of the payment amount. Note: The figure you entered in Amount was for the TOTAL amount of the transaction. Sales Tax is part of this total, not in addition to it.

HOW TO USE MAKE ENTRIES

JOURNAL	PURPOSE	EXAMPLES
DEPOSITS	For income amounts deposited in a bank account or in your pocket.	Salary, interest, commission.
PAYMENTS	For transactions that remove money from the bank.	Checks, bank charges, automatic withdrawals.
CREDIT CARD PURCHASES	For expenses paid by credit card.	{ Major credit card (e.g., Visa), department store credit card (e.g., Saks Fifth Ave.), gasoline credit card (e.g., Mobil).
CREDIT CARD PAYMENTS	For payments to a credit card company.	
LOAN SETUP	For receiving a loan.	Personal loan, mortgage, car loan.
LOAN PAYMENT	For loan repayments either outright or by installment.	Personal loan, mortgage, car loan.
TRANSFERS	For transfers from one account to another.	Cash withdrawals (from Savings or Bank Accounts to Cash Accounts), asset purchases, asset sales, setting up initial account balances.

DEPOSITS JOURNAL

PURPOSE

- To enter income amounts that you have deposited in a bank account.
- To record cash that you have deposited in your pocket.
- To adjust accounts.

USE FOR

- Salary
- Interest income
- Commission

- Adjustments to bank, checking or savings accounts

DO NOT USE FOR

- Sale of an asset

MAKE ENTRIES	
DEPOSITS	
DATE	: / /
MONTH	:
REFERENCE	:
BANK ACCOUNT #	:
DESCRIPTION	:
AMOUNT	:
INCOME ACCOUNT #	:
TAX RECORD (Y/N)	:
ADD/CHANGE/DELETE/REPORT: A	

EFFECT OF DEPOSITS

When you make a DEPOSITS Journal entry, your accounts automatically will be affected like this:

TYPE OF TRANSACTION	BANK OR CASH ACCOUNT	INCOME AMOUNT	BANK RECORD	TAX RECORD
Deposit	+	+	Y	Y/N
Interest Received	+	+	Y	Y
Positive Adjustment	+	+	Y	Y/N
Negative Adjustment	-	-	Y	Y/N

For example, in the case of a salary deposit, your Bank Account is increased, your Salary

Income Account is increased, your bank balance is changed, and you may indicate that the deposit is taxable. ALL OF THE APPROPRIATE ACCOUNTS ARE ADJUSTED FOR YOU AUTOMATICALLY.

DEPOSIT EXAMPLES

Deposit Salary Check of \$1250 to Checking Account:

This example will show you how to record the deposit of your paycheck into your checking account.

MAKE ENTRIES		
DEPOSITS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: DEP	
BANK ACCOUNT #	: 072	CHECKING 1
DESCRIPTION	: SALARY	
AMOUNT	: 1250.00	
INCOME ACCOUNT #	: 015	SALARY
TAX RECORD (Y/N)	: N	

ADD/CHANGE/DELETE/REPORT: A

Since taxes were deducted by your employer, no tax record is required. When you deposit your paycheck, you are entering your "net" income (income after taxes) as opposed to your "gross" income (income before taxes). You can record the Federal, State, and Social Security Taxes that were withheld from your paycheck by entering these

figures separately into their own appropriate Expense Account. This deposit transaction will be recorded automatically in the BANK RECORDS file, which will need to be reconciled in the future.

Enter Interest Income Credited to your Bank Account:

This example will show you how to record interest that you have received, as reported on your bank statement.

MAKE ENTRIES		
DEPOSITS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: INT	
BANK ACCOUNT #	: 073	CHECKING 2
DESCRIPTION	: INC INT	
AMOUNT	: 105.40	
INCOME ACCOUNT #	: 009	INTRST INC
TAX RECORD (Y/N)	: Y	

ADD/CHANGE/DELETE/REPORT: A

Since taxes have not been deducted from this income, answer **Y** to **TAX RECORD (Y/N)**. This transaction will automatically be recorded in the BANK RECORDS file.

Deposit Extra Pay, No Tax Withheld:

This example will show you how to record the deposit of a check or cash for extra pay from a second job or small business.

MAKE ENTRIES

DEPOSITS

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: DEP	
BANK ACCOUNT #	: 072	CHECKING 1
DESCRIPTION	: P/T JOB	
AMOUNT	: 225.00	
INCOME ACCOUNT #	: 016	SELF-EMPLOY
TAX RECORD (Y/N)	: Y	

ADD/CHANGE/DELETE/REPORT: A

This deposit is a taxable entry since no taxes have been withheld.

PAYMENTS JOURNAL

PURPOSE

- To record any transaction that removes money from the bank.

USE FOR

- Checks
- Bank charges
- Automatic withdrawals

DO NOT USE FOR

- Purchase of an asset (use the TRANSFERS Journal)
- Loan payments (use the LOAN PAYMENTS Journal)
- Credit card payments (use the CREDIT CARD PAYMENTS Journal)

After you have answered **YES** to **ARE YOU SURE YES/NO: Y**, *Your Personal Net Worth* will ask you

PRINT CHECK? Y/N: N

Enter **N** if you do not wish to print checks. If you do wish to print checks, see "Check Writing" in this manual for complete instructions.

EFFECT OF PAYMENTS

As was the case with DEPOSITS, *Your Personal Net Worth* automatically adjusts all of your accounts whenever you make a PAYMENTS entry.

TYPE OF TRANSACTION	BANK OR CASH ACCOUNT	EXPENSE ACCOUNT	BANK RECORD	TAX RECORD
Cash Payment	-	+	Y	Y/N
Check Payment	-	+	Y	Y/N
Interest	-	+	Y	Y/N
Charges	-	+	Y	Y/N
Adjustments	-/+	-/+	Y	Y/N

For example, a cash payment decreases your Cash Account (probably what you've got in your wallet) and increases the appropriate Expense Account (e.g., the babysitter).

PAYMENT EXAMPLES

Pay a Telephone Bill:

This example will show you how to enter your paid bills.

MAKE ENTRIES

PAYMENTS

DATE	: 05/03/84	
MONTH	: 5 MAY	
CHECK NUMBER	: 101	
BANK ACCOUNT #	: 072	CHECKING 1
DESCRIPTION	: NY TELE	
AMOUNT	: 45.80	
EXPENSE ACCOUNT #	: 050	TELEPHONE
TAX RECORD (Y/N)	: N	
SALES TAX AMOUNT	: 1.43	

ADD/CHANGE/DELETE/REPORT: A

Enter these payments directly into *Your Personal Net Worth* from your checkbook. You would enter all payments made by check or cash in the same way. Most general expenses are not tax deductible unless the expense is related to earning an income. Your tax adviser or accountant should be able to advise you on this matter.

In the above example, check #101 will be printed; it will also be recorded automatically in the BANK RECORDS file, which needs to be reconciled in the future. The total amount of the check, \$45.80, includes the sales tax, which is also recorded separately under Sales Tax. The sales tax amount will be recorded in the TAX RECORDS file as a Sales Tax Deduction.

Record Bank Charges:

Your monthly bank statements record service charges, automatic charges, overdraft charges, and interest charges. Use the PAYMENTS Journal to

record them. Bank charges are usually tax deductible.

MAKE ENTRIES	
PAYMENTS	
DATE	: 05/03/84
MONTH	: 5 MAY
CHECK NUMBER	: CHG
BANK ACCOUNT #	: 072 CHECKING 1
DESCRIPTION	: SVC CHG
AMOUNT	: 4.65
EXPENSE ACCOUNT #	: 022 BANK CHGES
TAX RECORD (Y/N)	: Y
SALES TAX AMOUNT	:
ADD/CHANGE/DELETE/REPORT: A	

CREDIT CARD PURCHASES JOURNAL

PURPOSE

- To record an expense paid by credit card.

USE FOR

- International credit cards (e.g., Visa, MasterCard)
- Department store credit cards (e.g., Macy's, Saks Fifth Avenue)
- Gasoline credit cards (e.g., Mobil, Texaco)

EFFECT OF CREDIT CARD PURCHASES

TYPE OF TRANSACTION	CREDIT CARD	LIABILITY ACCOUNT	EXPENSE ACCOUNT	BANK RECORD	TAX RECORD
Credit Card Purchase	+	+	+	N	Y/N

CREDIT CARD PURCHASES EXAMPLES

Purchase Gasoline with Visa Card:

In this example, a record is created for the amount of the credit card transaction. The Visa Account is increased by the amount of the transaction, as is the Liability Account. The amount is also charged to the Expense Account indicated.

MAKE ENTRIES	
CREDIT CARD PURCHASES	
DATE	: 05/03/84
MONTH	: 5 MAY
ACCOUNT #	: 104 VISA
DESCRIPTION	: JOE'S GAS
AMOUNT	: 11.85
EXPENSE ACCOUNT #	: 024 CAR EXP
TAX RECORD (Y/N)	: N
SALES TAX AMOUNT	:
ADD/CHANGE/DELETE/REPORT: A	

Interest Charges on a Credit Card:

This entry (top, next page) records an interest charge made by Visa to be paid in the future. Interest is usually tax deductible.

Buy a Gift For a Friend Using the Visa Card:

Notice that in this transaction (bottom, next page), the purchase included sales tax. Enter the full amount (include sales tax) in the Amount Field. Enter just the sales tax (which was included in the purchase amount) in the Sales Tax Field. The sales tax amount will be recorded in the TAX RECORDS file.

MAKE ENTRIES**CREDIT CARD PURCHASES**

DATE : 05/03/84
MONTH : 5 MAY
ACCOUNT # : 104 VISA
DESCRIPTION : INT 4/84
AMOUNT : 9.87
EXPENSE ACCOUNT # : 037 INT/CHGS
TAX RECORD (Y/N) : Y
SALES TAX AMOUNT :

ADD/CHANGE/DELETE/REPORT: A**MAKE ENTRIES****CREDIT CARD PURCHASES**

DATE : 05/03/84
MONTH : 5 MAY
ACCOUNT # : 104 VISA
DESCRIPTION : ANN B-DAY
AMOUNT : 25.62
EXPENSE ACCOUNT # : 032 GIFTS EXP
TAX RECORD (Y/N) : N
SALES TAX AMOUNT : 1.62

ADD/CHANGE/DELETE/REPORT: A**CREDIT CARD
PAYMENTS
JOURNAL****PURPOSE**

- To record the amount paid to a credit card company

USE FOR

- International credit cards (e.g., Visa, MasterCard)
- Department store credit cards (e.g., Macy's, Saks Fifth Avenue)
- Gasoline credit cards (e.g., Mobil, Texaco)

MAKE ENTRIES	
CREDIT CARD PAYMENTS	
DATE	: / /
MONTH	:
CHECK NUMBER	:
ACCOUNT #	:
DESCRIPTION	:
AMOUNT	:
BANK ACCOUNT	:
ADD/CHANGE/DELETE/REPORT: A	

After you have answered **YES** to **ARE YOU SURE YES/NO: Y**, *Your Personal Net Worth* will ask you: **PRINT CHECK? Y/N: N**. Enter **N** if you do not want to print checks. Enter **Y** if you do; turn to "Check Writing" in this manual for complete instructions.

EFFECT OF CREDIT CARD PAYMENTS

TYPE OF TRANSACTION	CREDIT CARD	LIABILITY ACCOUNT	BANK ACCOUNT	BANK RECORD	TAX RECORD
Credit Card Payment	--	--	--	Y	N

CREDIT CARD PAYMENT EXAMPLE

Pay Balance on Visa Credit Card:

This transaction will reduce the Visa Account by \$150. It will also reduce the Liability Account and the Bank Account balances. Check #231 will be recorded in the BANK RECORDS file, which needs to be reconciled at a later time. If you should decide to have *Your Personal Net Worth* print the check for this transaction see "Check Writing" in this manual for complete instructions.

MAKE ENTRIES	
CREDIT CARD PAYMENTS	
DATE	: 05/03/84
MONTH	: 5 MAY
CHECK NUMBER	: 231
ACCOUNT #	: 104 VISA
DESCRIPTION	: VISA 4/84
AMOUNT	: 150.00
BANK ACCOUNT #	: 072 CHECKING 1
ADD/CHANGE/DELETE/REPORT: A	

LOAN SETUP JOURNAL

PURPOSE

- To record the receipt of a loan.

USE FOR

- House purchase and mortgage loan
- Loan for deposit in a bank or for cash purposes
- Loan for purchasing an asset

MAKE ENTRIES	
LOAN SETUP	
DATE	: / /
MONTH	:
REFERENCE	:
LIABILITY ACCOUNT	:
DESCRIPTION	:
AMOUNT	:
ASSET ACCOUNT #	:
ADD/CHANGE/DELETE/REPORT: A	

EFFECT OF A LOAN

TYPE OF TRANSACTION	LIABILITY ACCOUNT	ASSET ACCOUNT	BANK RECORD	TAX RECORD
Borrow money to buy item	+	+	Y/N	N

Note: There is no tax effect with these types of transactions.

LOAN EXAMPLES

Borrow \$500 From a Friend:

LOAN SETUP allows you to record the receipt of the loan. It will add the amount to the Asset Account and Liability Account indicated.

If you just borrowed the cash for pocket money, use the Cash Account to record the transaction. If you spend the cash immediately to buy an asset, without depositing the money first, record the amount in the appropriate Asset Account.

MAKE ENTRIES**LOAN SETUP**

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: OWE	
LIABILITY ACCOUNT	: 127	LOAN/OTHER
DESCRIPTION	: JIM—CASH	
AMOUNT	: 500.00	
ASSET ACCOUNT #	: 071	CASH

ADD/CHANGE/DELETE/REPORT: A**Buy a Home With \$10,000 Down Payment and \$60,000 Mortgage:**

This transaction requires entries into two separate Journals:

- LOAN SETUP Journal
- TRANSFERS Journal (You are transferring from a Bank Account such as Savings to an Asset Account for the house)

MAKE ENTRIES**LOAN SETUP**

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: HSE	
LIABILITY ACCOUNT	: 126	LOAN/MORTG
DESCRIPTION	: 1ST FEDER	
AMOUNT	: 60000.00	
ASSET ACCOUNT #	: 089	HOUSE

ADD/CHANGE/DELETE/REPORT: A

MAKE ENTRIES

TRANSFERS

DATE : 05/03/84
MONTH : 5 MAY
REFERENCE : HSE
FROM ACCOUNT : 075 SAVINGS 1
DESCRIPTION : DOWNPMT
AMOUNT : 10000.00
TO ACCOUNT # : 089 HOUSE

ADD/CHANGE/DELETE/REPORT: A

These entries will result in a value of \$70,000 (\$60,000 mortgage plus \$10,000 down payment) to the House Asset Account, \$60,000 to the House Loan Liability Account, and \$10,000 transferred from the Savings Account, which needs to be reconciled later, to the House Asset Account.

LOAN PAYMENTS JOURNAL

PURPOSE

- To record the repayment of a loan outright.
- To record the repayment of a loan by installments.

USE FOR

- House purchase and mortgage loan
- Loan for deposit in a bank or for cash purposes
- Loan for purchasing an asset

NOTE

- LOAN PAYMENTS asks you to separate the principal from the interest or taxes being paid.

Your bank should send you a statement providing this information. If such a statement is not available, either estimate or enter the full amount paid each month; at the end of the year when you do receive your bank statement, adjust your figures to reflect the accurate amounts.

MAKE ENTRIES	
LOAN PAYMENTS	
DATE	: / /
MONTH	:
CHECK NUMBER	:
BANK ACCOUNT #	:
DESCRIPTION	:
PRINCIPAL AMOUNT	:
LIABILITY ACCOUNT	:
INTEREST AMOUNT	:
EXPENSE ACCOUNT #	:
ADD/CHANGE/DELETE/REPORT: A	

After you answer **YES** to **ARE YOU SURE YES/NO: Y**, *Your Personal Net Worth* will ask you: **PRINT CHECK? Y/N: N**. Enter **N** if you don't want a check to be printed; enter **Y** if you do (see "Check Writing" in this manual for complete instructions).

EFFECT OF LOAN PAYMENTS

TYPE OF TRANSACTION	BANK ACCOUNT	LIABILITY ACCOUNT	EXPENSE ACCOUNT	BANK RECORD	TAX RECORD
Loan Payment	-	-	+	Y	Y

LOAN PAYMENT EXAMPLE

Monthly Mortgage Payment on a House:

The principal amount is \$100 and the interest and taxes total \$700. LOAN PAYMENTS will record the full amount of the check (principal + interest + taxes) in the BANK RECORDS file and a Tax Deduction for the interest amount alone in the TAX RECORDS file.

MAKE ENTRIES		
LOAN PAYMENTS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
CHECK NUMBER	: 237	
BANK ACCOUNT #	: 072	CHECKING 1
DESCRIPTION	: 1ST FEDER	
PRINCIPAL AMOUNT	: 100.00	
LIABILITY ACCOUNT	: 126	LOAN/MORTG
INTEREST AMOUNT	: 700.00	
EXPENSE ACCOUNT #	: 039	LP MORTG

ADD/CHANGE/DELETE/REPORT: A

TRANSFERS JOURNAL

PURPOSE

- To transfer an amount from one account to another.

USE FOR

- Cash withdrawals for asset purchases
- Cash deposits for asset sales
- Correcting an error (e.g., an expense charged to the wrong Expense Account)
- Setting up initial account balances

NOTE

- The accounts affected can be of the same type (such as transferring from asset to asset) or of different types (such as transferring from income to asset).

MAKE ENTRIES	
TRANSFERS	
DATE	: / /
MONTH	:
REFERENCE	:
FROM ACCOUNT	:
DESCRIPTION	:
AMOUNT	:
TO ACCOUNT #	:
ADD/CHANGE/DELETE/REPORT: A	

EFFECT OF TRANSFERS

TYPE OF TRANSACTION	FROM ACCOUNT	TO ACCOUNT	BANK RECORD	TAX RECORD
Transfer funds:				
Bank to Cash	-	+	Y	N
General Income	-	+	N	N

TRANSFERS EXAMPLES

Withdraw \$50 from Bank for Pocket Money:

This transaction requires a transfer from one Asset Account (Checking) to another (Cash).

MAKE ENTRIES		
TRANSFERS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: 234	
FROM ACCOUNT	: 073	CHECKING 2
DESCRIPTION	: CASH	
AMOUNT	: 50.00	
TO ACCOUNT #	: 071	CASH
ADD/CHANGE/DELETE/REPORT: A		

Purchase Diamond Ring for \$1200:

This transaction records the purchase of an asset. Notice that a Bank Record will be kept. We did not use the PAYMENTS Journal in this example because jewelry is usually treated as an asset and not an expense. In effect, we just transferred a value of \$1200 from one Asset Account (Cash) to another (Jewelry). If you wish to, you can also record this transaction as an expense.

MAKE ENTRIES		
TRANSFERS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: BUY	
FROM ACCOUNT	: 071	CASH
DESCRIPTION	: DIAMND RNG	
AMOUNT	: 1200.00	
TO ACCOUNT #	: 092	JEWEL/FURS
ADD/CHANGE/DELETE/REPORT: A		

Lend a Friend \$2000:

Assume that you have lent a friend \$2000 for one month and have charged him interest of \$20. To record this type of transaction, use the TRANSFERS Journal to transfer the money from a Bank Account (e.g., Checking, Savings) to a Loans Receivable Asset Account.

MAKE ENTRIES		
TRANSFERS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: LND	
FROM ACCOUNT	: 076	SAVINGS 2
DESCRIPTION	: LOAN—FRED	
AMOUNT	: 2000.00	
TO ACCOUNT #	: 094	LOAN REC V
ADD/CHANGE/DELETE/REPORT: A		

When you are repaid the loan plus interest, make the following entries:

MAKE ENTRIES		
TRANSFERS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: PMT	
FROM ACCOUNT	: 094	LOAN REC V
DESCRIPTION	: PMT—FRED	
AMOUNT	: 2000.00	
TO ACCOUNT #	: 076	SAVINGS 2
ADD/CHANGE/DELETE/REPORT: A		

MAKE ENTRIES	
DEPOSITS	
DATE	: 06/03/84
MONTH	: 6 JUN
REFERENCE	: DEP
BANK ACCOUNT #	: 072 CHECKING 1
DESCRIPTION	: INT/FRED
AMOUNT	: 20.00
INCOME ACCOUNT #	: 009 INTRST INC
TAX RECORD (Y/N)	: Y
ADD/CHANGE/DELETE/REPORT: A	

Answer **Y** to **TAX RECORD (Y/N)** because interest income is usually taxable.

Pay Medical Expense Out of Pocket:

This example illustrates the method of handling insurance claims or any transaction for which you will later be reimbursed. Say you have medical insurance with ABC Health Corp. You see a doctor for a checkup, pay the \$150 bill at the time of your visit, and send the claim to your insurance company.

To record this type of transaction, use the Asset Account for Medical Claims. Use the TRANSFERS Journal to record the payment at the time of the visit (see example at top of next page).

This entry records the payment of \$150 to the doctor and the claim in the appropriate account.

Also use the TRANSFERS Journal to record the receipt of the check from ABC Health Corp. (see bottom, next page).

MAKE ENTRIES**TRANSFERS**

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: PMT	
FROM ACCOUNT	: 072	CHECKING 1
DESCRIPTION	: DR VISIT	
AMOUNT	: 150.00	
TO ACCOUNT #	: 098	REC/MED CL

ADD/CHANGE/DELETE/REPORT: A

This last transaction (below) records the deposit of the check and clears the amount from the Medical Claims Receivable Asset Account.

Notice that both of these transactions will be recorded in the BANK RECORDS file.

If the insurance company had paid less than the amount claimed, use the TRANSFERS Journal to move the balance from the Medical Claims Receivable Asset Account to the Medical Expense Account.

MAKE ENTRIES**TRANSFERS**

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: DEP	
FROM ACCOUNT	: 098	REC/MED CL
DESCRIPTION	: PMT INSUR	
AMOUNT	: 150.00	
TO ACCOUNT #	: 072	CHECKING 1

ADD/CHANGE/DELETE/REPORT: A

CHECK WRITING

When you use any of the Payment Journals (PAYMENTS, CREDIT CARD, and LOAN), the computer will print a check for you if you wish. The question **PRINT CHECK? Y/N: N** is displayed after you have answered **YES** to **ARE YOU SURE YES/NO: Y**.

If you respond **N** to **PRINT CHECK? Y/N: N**, *Your Personal Net Worth* will clear the screen and continue with the next entry.

If you respond **Y** (Yes), check your printer to be sure it is ready to operate and enter the following data:

PAY TO Enter the name to be printed on the check.

ADDRESS #1 Use these three lines to enter the
ADDRESS #2 address of the company or the
ADDRESS #3 person to which the check is to be sent.

After you have entered the above information, you again will be asked

ARE YOU SURE YES/NO: Y

If the data you have entered is incorrect, answer **N** and *Your Personal Net Worth* will return you to the first field so you can make the necessary changes.

If the data is correct, answer **Y** and your check will be printed immediately.

As an additional precaution, *Your Personal Net Worth* will ask **CHECK OK? (Y/N):** after the check is printed. If you answer **N**, correct the data or adjust the form and press **RETURN** to reprint your

check. If you answer **Y**, *Your Personal Net Worth* will return you to the previous screen.

LINING UP CHECKS

Line up the perforation in the check form with the top of the printer ribbon. Experiment by adjusting the form either up or down until you find the correct position.

Here are three things that can go wrong:

1. **The program hangs or stops working.**

You may have forgotten to turn your printer on or do not have it "on line". Check both the power and the on-line switch on your printer.

2. **Checks print but not correctly.**

You may not have lined the check up at the top of its form. See how the lines are printed and adjust the stationery accordingly.

3. **Check printing is the wrong size.**

Most printers today can print in several different "modes", varying from ten characters per inch to seventeen characters per inch. Some printers even allow you to set this mode using a dial on the outside of the printer. You should use ten characters per inch to print checks. If you cannot simply adjust a dial to this setting, see your printer manual for instructions.

CHECK STATIONERY

Any form equivalent to the one enclosed with this package will work with *Your Personal Net Worth*.

You may want to use multi-part forms so that you can have a copy for yourself. Along with the check sample in *Your Personal Net Worth* package, we have included the name of a check stationery supplier.

Different Ways to Treat Transactions

There is often more than one way to achieve the same results with *Your Personal Net Worth*. In this section, we will show you different approaches to take to record loans, installments, and assets.

ACCOUNTING FOR LOANS

EXAMPLE

You have purchased a house for \$70,000. Your first monthly payment is \$1100.

Method 1:

Treat the payment of a loan as a Budget item. Set up a monthly Budget for the payment and adjust the amount of the loan periodically (yearly) to reflect the principal you have paid on the loan to date.

Use the following accounts:

ACCOUNT TYPE	DESCRIPTION	PURPOSE
Liability	Mortgage Loan	To record the amount of the loan.
Asset	House	To record the value of the house.
Expense	Mortgage Payment	To record the amount of the mortgage payment.

Make the following Journal entries:
Purchase the house for \$70,000:

MAKE ENTRIES	
LOAN SETUP	
DATE	: 05/03/84
MONTH	: 5 MAY
REFERENCE	: HSE
LIABILITY ACCOUNT	: 126 LOAN/MORTG
DESCRIPTION	: 1ST FEDER
AMOUNT	: 70000.00
ASSET ACCOUNT #	: 089 HOUSE
ADD/CHANGE/DELETE/REPORT: A	

Make the first monthly payment of \$1100:

MAKE ENTRIES	
PAYMENTS	
DATE	: 05/03/84
MONTH	: 5 MAY
CHECK NUMBER	: 124
BANK ACCOUNT #	: 074 CHECKING 3
DESCRIPTION	: 1ST FEDER
AMOUNT	: 1100.00
EXPENSE ACCOUNT #	: 039 LP MORTG
TAX RECORD (Y/N)	: N
SALES TAX AMOUNT	:
ADD/CHANGE/DELETE/REPORT: A	

Use an Offset Account to adjust values when no money changes hands.

You will also once a year need to manually:

- Adjust the principal outstanding by updating the Loan Liability Account. Transfer a negative amount from the Account 169 (Changes in Market Value for Liability Accounts) to the Loan Liability Account.
- Create a Tax Record for the Interest Expense for the year.

You should receive a statement from your bank separating the amount of interest you have paid from the amount of principal in your monthly payments.

MAKE ENTRIES

TRANSFERS

DATE	: 12/31/84	
MONTH	: 12 DEC	
REFERENCE	: ADJ	
FROM ACCOUNT	: 169	CHG MKT V
DESCRIPTION	: MORTG PRIN	
AMOUNT	: -1260.00	
TO ACCOUNT #	: 126	LOAN/MORTG

ADD/CHANGE/DELETE/REPORT: A

PERSONAL NET WORTH

TAX RECORDS

DATE	: 12/31/84
DESCRIPTION	: MORTG INT
AMOUNT	: 9200.00
TYPE (I/S/D)	: D

ADD/CHANGE/DELETE/REPORT: A

Method 2:

Treat the loan as a liability. Reduce the liability monthly by the amount of the principal you have paid. Charge the interest to an Interest Expense Account.

Use the following accounts:

ACCOUNT TYPE	DESCRIPTION	PURPOSE
Liability	Mortgage Payable	To record the amount of the loan.
Asset	House	To record the value of the house.
Expense	Interest Expense	To record the monthly interest (and property taxes if you pay them monthly in escrow).

Make the following Journal entries:
Purchase house for \$70,000:

MAKE ENTRIES		
LOAN SETUP		
DATE	:	05/03/84
MONTH	:	5 MAY
REFERENCE	:	HSE
LIABILITY ACCOUNT	:	126 LOAN/MORTG
DESCRIPTION	:	1ST FEDER
AMOUNT	:	70000.00
ASSET ACCOUNT #	:	089 HOUSE
ADD/CHANGE/DELETE/REPORT: A		

Make the first monthly payment of \$1100:

MAKE ENTRIES		
LOAN PAYMENTS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
CHECK NUMBER	: 123	
BANK ACCOUNT #	: 074	CHECKING 3
DESCRIPTION	: 1ST FEDER	
PRINCIPAL AMOUNT	: 105.00	
LIABILITY ACCOUNT	: 126	LOAN/MORTG
INTEREST AMOUNT	: 995.00	
EXPENSE ACCOUNT #	: 037	INT/CHGS

ADD/CHANGE/DELETE/REPORT: A

Note: You will need to use the LOAN SETUP Journal regardless of the method you choose. Also notice that the Interest Amount includes BOTH the interest and taxes paid for the month.

With this second method, your Interest Expense and Loan Liability Accounts always reflect the accurate amounts.

The procedures described above apply to any loans you may have, including car loans and interest-bearing time payment plans.

INSTALLMENT PURCHASES

EXAMPLE

You have purchased new bedroom furniture from the New Age Furniture Store. You will pay for it in ten monthly installments.

Method 1:

Treat the installment purchase as a credit card purchase and the monthly payments as credit card payments. The furniture is treated as an expense.

Use the following accounts:

ACCOUNT TYPE	DESCRIPTION	PURPOSE
Liability	Payable—New Age	To record the debt.
Credit Card	New Age Furniture	To record the credit purchase.
Expense	Furniture Expense	To record the monthly payments.

Make the following entries:

Record the installment purchase:

MAKE ENTRIES	
CREDIT CARD PURCHASES	
DATE	: 05/03/84
MONTH	: 5 MAY
ACCOUNT #	: 110 NEW AGE
DESCRIPTION	: NEW SOFA
AMOUNT	: 2100.00
EXPENSE ACCOUNT #	: 034 HOME FURN
TAX RECORD (Y/N)	: N
SALES TAX AMOUNT	: 21.00
ADD/CHANGE/DELETE/REPORT: A	

Record the monthly payments:

MAKE ENTRIES		
CREDIT CARD PAYMENTS		
DATE	: 05/03/84	
MONTH	: 5 MAY	
CHECK NUMBER	: 233	
ACCOUNT #	: 110	NEW AGE
DESCRIPTION	: PMT 5/84	
AMOUNT	: 210.00	
BANK ACCOUNT	: 072	CHECKING 1

ADD/CHANGE/DELETE/REPORT: A

Method 2:

This method treats the furniture as an asset rather than an expense.

Use the following accounts:

ACCOUNT TYPE	DESCRIPTION	PURPOSE
Liability	Other Loans	To record the amount of the purchase.
Asset	Furniture	To record the value of the furniture.

If you have several of these kinds of purchases, you may want to establish separate Liability Accounts for each one.

Make the following Journal entries:

Purchase the furniture for \$2100:

MAKE ENTRIES**LOAN SETUP**

DATE : 05/03/84
MONTH : 5 MAY
REFERENCE : EXP
LIABILITY ACCOUNT : 127 LOAN/OTHER
DESCRIPTION : NEW AGE
AMOUNT : 2100.00
ASSET ACCOUNT # : 088 FURNITURE

ADD/CHANGE/DELETE/REPORT: A

Make a monthly payment:

MAKE ENTRIES**LOAN PAYMENTS**

DATE : 05/03/84
MONTH : 5 MAY
CHECK NUMBER : 230
BANK ACCOUNT # : 072 CHECKING 1
DESCRIPTION : NEW AGE
PRINCIPAL AMOUNT : 210.00
LIABILITY ACCOUNT : 127 LOAN/OTHER
INTEREST AMOUNT : 0.00
EXPENSE ACCOUNT # : 037 INT/CHGS

ADD/CHANGE/DELETE/REPORT: A**BUYING AN
ASSET****EXAMPLE**

You have just paid for a refrigerator in full, using check #121 for your payment.

Method 1:
 Treat your new acquisition as a Budget item.
 Make an entry to PAYMENTS Journal to record the purchase.

MAKE ENTRIES	
PAYMENTS	
DATE	: 05/03/84
MONTH	: 5 MAY
CHECK NUMBER	: 121
BANK ACCOUNT #	: 072 CHECKING 1
DESCRIPTION	: FRIG PMT
AMOUNT	: 1187.00
EXPENSE ACCOUNT #	: 034 HOME FURN
TAX RECORD (Y/N)	: N
SALES TAX AMOUNT	: 11.87
ADD/CHANGE/DELETE/REPORT: A	

Method 2:
 Treat your purchase as a newly acquired asset.
 Make an entry to TRANSFERS Journal to show

MAKE ENTRIES	
TRANSFERS	
DATE	: 05/03/84
MONTH	: 5 MAY
REFERENCE	: 121
FROM ACCOUNT	: 072 CHECKING 1
DESCRIPTION	: NEW FRIG
AMOUNT	: 1187.00
TO ACCOUNT #	: 088 FURNITURE
ADD/CHANGE/DELETE/REPORT: A	

that you have transferred from one Asset Account (Checking) to another (Furniture).

Record the sales tax manually in the TAX RECORDS file.

PERSONAL NET WORTH	
TAX RECORDS	
DATE	: 05/03/84
DESCRIPTION	: FRIG TAX
AMOUNT	: 11.87
TYPE (I/S/D)	: S
ADD/CHANGE/DELETE/REPORT: A	

SELLING AN ASSET

EXAMPLE

You have sold your car for a total cash payment of \$1000.

Method 1:

Use the DEPOSITS Journal to indicate that cash was placed into a Bank Account. This entry will request an Income Account. Create an Income Account called Sale of Assets to handle this transaction. Decide if this is a taxable transaction (see top of next page).

Method 2:

Use this method only if you had previously recorded the car as an asset.

Make an entry into the TRANSFERS Journal to show that you have transferred from one Asset Account (Car) to another (Checking).

MAKE ENTRIES

DEPOSITS

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: DEP	
BANK ACCOUNT #	: 072	CHECKING 1
DESCRIPTION	: CAR SALE	
AMOUNT	: 1000.00	
INCOME ACCOUNT #	: 017	SALE/ASSET
TAX RECORD (Y/N)	: Y	

ADD/CHANGE/DELETE/REPORT: A

MAKE ENTRIES

TRANSFERS

DATE	: 05/03/84	
MONTH	: 5 MAY	
REFERENCE	: ADJ	
FROM ACCOUNT	: 085	CARS
DESCRIPTION	: SOLD CAR	
AMOUNT	: 1000.00	
TO ACCOUNT #	: 072	CHECKING 1

ADD/CHANGE/DELETE/REPORT: A

SELLING AT A PROFIT OR LOSS

It is not unusual to sell your car for either less or more than its recorded value.

See "Changes in Market Value" regarding the use of Offset Account 119.

If you sell your car for LESS than its recorded value (say your car was recorded at a value of \$1200 and you sold it for \$1000):

1. TRANSFER \$200 from your Car Asset Account to 119 (Changes in Market Value).
2. TRANSFER the car's value from the Car Asset Account to the appropriate Bank Account.

If you sell the car for \$200 MORE than its value:

1. TRANSFER the excess amount from 119 into the Car Asset Account to show the increase in the car's value.
2. TRANSFER the car's value from the Car Asset Account to the appropriate Bank Account.

Post Entries

PURPOSE

- To update your account balances.
- To transfer entries from your Journals to your HISTORY file.

USE FOR

- All Journal entries

NOTE

- During posting, the Journal entries automatically are transferred to the HISTORY file.

-
- The posting process is “invisible”: you will not see the entries transferred from the Journal to the HISTORY file; you will only see the words “NOW POSTING. . . ” on your screen. When the process is over, the words “POSTING SUCCESSFULLY COMPLETED” will appear on your screen.
 - To see a list of your unposted entries for any Journal, select REPORT and the DISPLAY or PRINT function for the individual Journal selection.
 - YOU WILL NOT SEE THE EFFECT OF ANY TRANSACTION UNTIL IT IS POSTED. Entries will only affect Actuals after the entries have been posted.
 - DURING POSTING, YOUR DATA IS MOST VULNERABLE TO DAMAGE DUE TO POWER FAILURES OR HARDWARE ERRORS. In order to protect your data, you should perform a backup (see “Getting Started”) before you post. This procedure takes only a few minutes, but it could save you many hours of frustration.

Always use the following procedure when posting:

- Enter the data from your transactions.
- Make a backup of your data diskette.
- Prior to posting, use the **DISPLAY** function to see all the entries you have made to your account. Make final changes if necessary.
- Print a copy of your entries.
- Post entries.
- To see the effect of the post, turn to the “Reports” section of your program.

Budgets

PURPOSE

- To enter new Budgets or revise existing Budgets.
- To compare Actuals against existing Budgets.

USE FOR

- Income Accounts
- Expense Accounts

NOT USED FOR

- Asset Accounts
- Liability Accounts

NOTE

- The maximum amount you can enter is \$9,999,999.99.
- You can only change Budget figures, not Actuals.

When you select **BUDGETS** from the **MONEY MANAGEMENT** menu, you will see the following screen:

MONEY MANAGEMENT	
BUDGETS	
→	1. INCOME 2. EXPENSE
SELECTION: <u>1</u>	

Select **INCOME** or **EXPENSE** to enter the appropriate Budget figures.

BUDGETS		
INCOME		
ACCT # : _____	DESC:	
MONTH	ACTUAL	BUDGET
JAN		
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		
TOTAL		

Bank Records

PURPOSE

- To reconcile your bank statements with the records you are keeping in *Your Personal Net Worth*.

USE FOR

- Checking Accounts
- Savings Accounts
- Money Market Accounts
- Any account that sends a statement that must be reconciled.

NOTE

- The record of checks and deposits are created automatically as a by-product of your normal Journal entries.
- You will need to record any transactions that have not been previously entered into BANK RECORDS when you get your monthly bank statement. For example, if you receive an overdraft charge on your statement, enter this charge in the PAYMENTS Journal before you reconcile.
- You should reconcile and purge all of your Bank Accounts every month.
- Bank reconciliation will be available only for Asset Accounts 71-80.

The following table illustrates the effect of various kinds of transactions on a Bank Account.

TRANSACTION TYPE	JOURNAL ENTRY	BANK ACCOUNT EFFECT
Salary income	Deposits	+
Commissions	Deposits	+
Interest income	Deposits	+
Checks	Payments	-
Bank charges	Payments	-
Automatic withdrawals	Payments	-
Accounts paid	Credit Card Payments	-
Transfers (bank to bank)	Transfers	+ or -
Cash from loan	Loan Setup	+
Loan payment	Loan Payments	-

Note that Credit Card Purchases have no immediate effect on Bank Accounts.

When you select **BANK RECORDS**, you will see the following:

BANK RECORDS

BANK ACCT:

NUM	MM/DD	REF	DESC	AMOUNT	CLR
-----	-------	-----	------	--------	-----

C-RECONCILE/PURGE/REPORT: C

TO RECONCILE

First, select the Bank Account (71-80) you want to reconcile. Next, select the **RECONCILE** function.

BANK RECORDS

BANK ACCT: 072 CHECKING 1

NUM	MM/DD	REF	DESC	AMOUNT	CLR
001	01/01	101	RENT	-350.00	✓
002	01/01	102	SUIT	-250.00	
003	01/10	103	DENTIST	-105.00	✓
004	01/23	104	GROCERIES	- 80.00	

RECONCILE : 003

The above example will appear on your screen. With your bank statement and cancelled checks in hand, indicate the cleared entries by entering the number displayed at the left of the entry and pressing **RETURN**. A ✓ will appear in the column marked **CLR**. When you have reconciled all of the items, your statement balance from the bank and your calculated statement balance from *Your Personal Net Worth* should be the same. Select the **REPORT** function to see the current account

balance, the total of the unreconciled entries, and the statement balance that *Your Personal Net Worth* has calculated for the account you are reconciling.

If you made a mistake and marked an entry as "reconciled" that has not yet cleared the bank, simply enter the Entry Number and press **RETURN** to "unreconcile" it.

TO PURGE

Select the **PURGE** function. As a safeguard, you will be asked, **ARE YOU SURE YES/NO: Y**. This function purges the records that have already been reconciled in order to make room for new entries. We recommend that you reconcile all of your Bank Accounts monthly and copy your data disk before you purge any records.

TO DISPLAY OR PRINT BANK RECORDS

To display or print your Bank Records, select the **REPORT** function. You will be asked, **DISPLAY/PRINT: D**. Select the option you wish. This function will show the records for a specific Bank Account. Enter the Account Number of the Bank Account to be displayed. The report will show all of the Bank Records, the current account balance, the total of the unreconciled entries, and a calculated statement balance. Compare the calculated balance with your bank statement. If there is a difference, you have not reconciled correctly. See the next page for uncovering your reconciliation errors. Remember to answer **YES** to **MORE YES/NO: Y** to see the entire list of your Bank Records.

Remember: for each Bank Account, you can reconcile the account, display or print the records, and purge checks you have already reconciled.

FINDING RECONCILIATION ERRORS

If the statement balance is **GREATER** than the calculated balance, check the following:

1. Have you forgotten to enter a deposit or credit on the computer?
2. Have you reconciled a check or withdrawal that has not cleared the bank?
3. Have you entered more checks, withdrawals or debits to the bank than you should have?

If the statement is **LESS** than the calculated balance, check the following:

1. Have you forgotten to enter a check, withdrawal or debit?
2. Have you reconciled a deposit or credit that is not on the statement?
3. Have you entered more deposits than you should have?

Check your records and make the corrections.

Reports

PURPOSE

- To print or display financial statements.
- To list all Journal entries.

USE FOR

- Income Statements
- Statement of Net Worth
- Transaction History
- Credit Card History
- Journal Entries

When you select **REPORTS** from your **MONEY MANAGEMENT** menu, the following screen will appear:

MONEY MANAGEMENT

REPORTS

→ 1. INCOME STATEMENT
2. STATEMENT OF NET WORTH
3. TRANSACTION HISTORY
4. CREDIT CARD REPORT
5. LIST ALL JOURNALS

SELECTION: 1

Regardless of which selection you choose, you will be asked:

DISPLAY/PRINT: D

If you select **P**, be sure your printer is ready to operate (the Credit Card Report will immediately be printed when you press **P**; the other reports require data to be entered first).

INCOME STATEMENT

An Income Statement calculates your Excess Income for you by subtracting the total amounts in all your Expense Accounts from the total amounts in all your Income Accounts.

Your Personal Net Worth offers you four types of Income Statements:

-
1. Month Actuals vs. Budget
 2. Year-to-date Actuals vs. Budget
 3. Month Actuals
 4. Year-to-date Actuals

When you select **INCOME STATEMENT** from your REPORTS menu, you will be asked to select one of the above types. When you make your selection, press **RETURN**. You will be asked for the current month you wish to see (1-12). For example, if you want to see the Actuals for March, select **3** (March = 3rd month) and press **RETURN**. If you want to see the Actuals of the year up through March, select **YEAR-TO-DATE ACTUALS**, press **3** and then **RETURN**. (For an example of an Income Statement, see next page.)

For Income:
A>B = + %
For Expense:
B>A = + %

Your Personal Net Worth will calculate for you the percentage of variation between your Actual and Budget figures and display the result in the VAR % column. For Income Accounts, the Budget figures are subtracted from the Actuals (A-B). For Expense Accounts, the Actuals are subtracted from the Budget figures (B-A).

STATEMENT OF NET WORTH

A Statement of Net Worth calculates your Net Worth by subtracting the totals of your liabilities from your assets. This statement is also known as a "Balance Sheet" or an "Assets and Liabilities Report".

To see your Statement of Net Worth, select this option from your REPORTS menu and press **RETURN**. Indicate whether you wish to print or display and press **RETURN** again. The following screen will appear:

INCOME STATEMENT

MAY

MONTH ACTUALS VS BUDGET

AC	DESC	ACTUALS	BUDGET	VAR %
----	------	---------	--------	-------

INCOME ACCOUNTS

001	ALIM REC	0.00	0.00	
002	BONUSES	1200.00	1000.00	20
003	CHLD S REC	0.00	0.00	
004	COMMISSONS	500.00	0.00	
005	DIVIDENDS	345.02	345.02	0
006	FEES/GRATS	10.40	0.00	0
007	GIFTS REC	0.00	0.00	
008	INSUR BENS	0.00	0.00	
009	INTRST INC	98.16	90.00	9
010	MIS BUS IN	0.00	0.00	
011	MISC OTHER	0.00	0.00	
012	REIMB EXP	432.05	432.05	0
013	RENT INC	0.00	0.00	
014	ROYALTIES	0.00	0.00	
015	SALARY	7500.00	7500.00	0
016	SELF-EMPLOY	0.00	0.00	
	INCOME TOTAL	10085.68	9367.12	8

EXPENSE ACCOUNTS

021	ALIM PAID	0.00	0.00	
022	BANK CHGES	9.67	0.00	
023	BUS EX/ADV	65.00	0.00	
024	CAR EXP	45.98	48.00	4
025	CAR LOAN	305.90	305.90	0
026	CHLD S PD	0.00	0.00	
027	CLOTHING	0.00	0.00	
028	COMMUTE EX	300.00	300.00	0
029	CONTRIBS	100.00	75.00	33
030	EDUC EXP	0.00	0.00	
031	ENTERTAIN	106.45	150.00	29
032	GIFTS EXP	0.00	0.00	
033	GROCERIES	367.00	370.00	1
034	HOME FURN	0.00	0.00	
050	TELEPHONE	123.89	135.00	8
051	TRAV/VAC	0.00	0.00	
052	UTILITIES	589.99	500.00	-18
	EXPENSE TOTAL	2013.88	1933.90	-4
	EXCESS INCOME	8071.80	7433.22	

STATEMENT OF NET WORTH

ACT	DESC	AMOUNT	ACT	DESC	AMOUNT
ASSET ACCOUNTS			LIABILITY ACCOUNTS		
071	CASH	725.34	121	LOAN/CAR	3240.00
072	CHECKING 1	1635.05	122	LOAN/EDUC	12250.00
073	CHECKING 2	764.00	123	LOAN/HOME	7500.00
074	CHECKING 3	250.00	124	LOAN/INS	6000.00
075	SAVINGS 1	6340.50	125	LOAN/MARG	0.00
076	SAVINGS 2	2100.00	126	LOAN/MORTG	62000.00
078	SAVINGS 3	0.00	127	LOAN/OTHER	2200.00
079	M M FUNDS	0.00	128	OUTSTD TAX	0.00
080	BK CD/TERM	0.00	129	PAY/AMEX	378.10
081	BONDS/OTH	5000.00	130	PAY/MST CD	42.35
082	BONDS/US	0.00	131	PAY/MISC	0.00
083	BROKER ACC	0.00	132	PAY/OTH CC	0.00
084	BUS INTER	0.00	133	PAY/RENT	585.77
085	CARS	8275.00	134	PAY/SEARS	1187.09
086	COLL ITEMS	3450.00	135	PAY/VISA	433.00
087	EQUIPMENT	3572.00		LIABILITY TOTAL	95816.31
088	FURNITURE	6234.98			
089	HOUSE	72500.00			
090	INVS/R EST	0.00			
091	INVS/T SHL	0.00			
092	JEWEL/FURS	1200.00			
093	LIFE INS	92000.00			
094	LOAN RECV	0.00			
095	OTH ASSETS	0.00			
096	PENSIONS	7235.00			
097	REC/EXP CL	540.26			
098	REC/MED CL	150.00			
099	REC/OTHER	0.00			
100	STOCKS	0.00			
	ASSET TOTAL	211972.13		NET WORTH	116155.82

TRANSACTION HISTORY

When entries are posted, a record of each entry is kept in a HISTORY file. The word "history" is a good term for this file because it actually is the record of the final version of an entry that was posted. For example, if you made a number of changes to an entry before you posted, only the last changes you made will appear in the HISTORY file.

The Transaction History Report will show you all the posted entries for the following accounts:

- Income
- Expense
- Asset
- Liability
- Credit Card

After you have chosen **TRANSACTION HISTORY** from your REPORTS menu, select which account type (1-5) you wish to see. You will then be asked to select the Account Number (remember to use **RETURN** if you need to see the list) and the months of your report:

FROM _____ **THROUGH** _____

Enter this information and press **RETURN**.

At the top of the next page, for example, is the Transaction History of a Salary Account from January through June.

Your Personal Net Worth offers you the following information:

HISTORY TOTAL The sum of the transactions in the HISTORY file for whatever period you have requested.

REPORT**HISTORY (JAN-JUN)****TYPE: INCOME****ACCT # : 015****DESC: SALARY**

MM/DD/YY	MO	REF	DESC	AMOUNT
01/15/84	01	DEP	PAYCHECK 1/15	+ 1250.00
02/02/84	01	DEP	PAYCHECK 1/30	+ 1250.00
02/15/84	02	DEP	PAYCHECK 2/15	+ 1250.00
02/28/84	02	DEP	PAYCHECK 2/28	+ 1250.00
03/16/84	03	DEP	PAYCHECK 3/15	+ 1250.00
03/31/84	03	DEP	PAYCHECK 3/30	+ 1250.00
04/17/84	04	DEP	PAYCHECK 4/15	+ 1250.00
05/02/84	04	DEP	PAYCHECK 4/30	+ 1250.00
05/18/84	05	DEP	PAYCHECK 5/15	+ 1250.00
06/02/84	05	DEP	PAYCHECK 5/31	+ 1250.00
06/17/84	06	DEP	PAYCHECK 6/15	+ 1250.00
06/30/84	06	DEP	PAYCHECK 6/30	+ 1250.00
			HISTORY TOTAL	15000.00
			CURRENT BALANCE	16250.00
			DIFFERENCE	1250.00

CURRENT BALANCE The *current* balance of that account.

DIFFERENCE The difference between the **CURRENT BALANCE** and the **HISTORY TOTAL**.

Note:

- The **CURRENT BALANCE** is *today's* current balance, not the balance for the history period you have requested. For example, if today's month is May and you wish to see a Transaction History of January through April, the **CURRENT BALANCE** will reflect the most current posted figures.
- If the period you have chosen extends up to the present, the **DIFFERENCE** will be the opening

balance for the period you have chosen. For example, if today's date is May 1 and you have just finished posting April, you may wish to see the period from January through April. In this case, the DIFFERENCE figure will show the opening balance in January. Similarly, if you just wish to see March through April, the DIFFERENCE figure will be the opening balance for March. But if it is September and you wish to see March through April, the DIFFERENCE figure will have no particular meaning because you chose a set of months that did not end in the present.

You can only see a Transaction History of posted entries. If it is May, therefore, and you have posted up through April, you will not be able to see May's figures with this report. (Use LIST ALL JOURNALS to see May's unposted entries.)

CREDIT CARD REPORT

The Credit Card Report will give you the current balance on all your Credit Card Accounts. To see

CREDIT CARDS			
CARD	DESC	AMOUNT	ACT
101	AMER EXPR	547.23	129
102	MSTR CD	235.00	130
103	SEARS	122.09	134
104	VISA	365.00	135
		<u>1269.32</u>	

this report, select **CREDIT CARD REPORT** from your REPORTS menu, decide whether you wish to print or display your report, and press **RETURN**. (See bottom of preceding page.)

LIST ALL JOURNALS

You always enter a transaction first into its proper Journal, which is its temporary storage unit. If you wish to see a list of the unposted entries in an *individual* Journal, use the REPORT function for the specific Journal you wish.

But if you wish to see a list of the unposted entries in *all* your Journals, select **LIST ALL JOURNALS**.

DEPOSITS					
DATE	REF	BNK	DESC	AMOUNT	INC
03/12	DEP	72	DEPOSIT CK	1234.56	15
03/12	INT	71	INTEREST	97.00	9
TOTAL DEPOSITS				1331.56	
PAYMENTS					
DATE	REF	BNK	DESC	AMOUNT	EXP
03/15	123	72	CLEANING	24.25	47
03/15	124	74	FURNITURE	1987.25	32
TOTAL DEPOSITS				2011.50	
CREDIT CARD PURCHASES					
DATE	REF	CRD	DESC	AMOUNT	EXP
03/15	125	10	SHIRTS	120.65	24
TOTAL CARD PURCHASES				120.65	

This option is far more comprehensive. It can save you time when you are looking for the history of several unposted entries and wish to see all your unposted transactions at once.

Account Inquiry

PURPOSE

- To display Account Numbers and their descriptions.

USE FOR

- Income Accounts
- Expense Accounts
- Asset Accounts
- Liability Accounts
- Credit Card Accounts

Select **ACCOUNT INQUIRY** from the MONEY MANAGEMENT menu to see a list of Account Numbers and descriptions. This option is a handy reference guide to all of your accounts. You can easily view your accounts at a glance rather than have to go through individual account menus.

OTHER FINANCIAL OPTIONS

Tax Records

PURPOSE

- To record your taxable income.
- To record possible deductions.

USE FOR

- Salary
- Interest
- Expenses
- Bank charges
- Asset purchases
- Asset sales
- Sales tax

NOTE

- Tax Records are filed automatically when you answer **Y** to **TAX RECORD (Y/N)** while making Journal entries. If you answer **Y**, a Sales Tax Record will not be asked for.
- If you answer **N** to **TAX RECORD (Y/N)** when making a Journal entry, no Tax Record will be kept; you will, however, be given the option to enter a sales-tax figure.
- You can enter Tax Records manually to this file.
- Any sales tax entered becomes an automatic Tax Deduction Record. If you have indicated that an entire payment or purchase is tax deductible, any sales tax you paid is not counted as a separate tax deduction.
- If you are making a "Reversing Entry", answer **TAX RECORD (Y/N)** in the same way as you did

originally. Also, if there was sales tax, you must enter a negative amount in the Sales Tax Field to reverse the Sales Tax Record.

- Entries made to the TRANSFERS or LOAN SETUP Journals have no effect on the TAX RECORDS file.

The following table will indicate the effect of taxable entries on the TAX RECORDS file.

TRANSACTION	JOURNAL ENTRIES	TAX RECORD	EFFECT	CODE
Salary	Deposits	Income	+	(I)
Interest	Deposits	Income	+	(I)
Expenses	Payments	Deduction	-	(D)
Interest Charges	Payments	Deduction	-	(D)
Buying an item	Credit Card Purchase	Deduction	-	(D)
Sales Tax	Payments, Credit Card Purchases	Deduction	-	(S)

When you choose TAX RECORDS, the following screen will appear:

PERSONAL NET WORTH	
TAX RECORDS	
DATE	: / /
DESCRIPTION	:
AMOUNT	:
TYPE (I/S/D)	:
ADD/CHANGE/DELETE/REPORT: A	

In the field TYPE (I/S/D), enter **I** for Income; **S** for Sales Tax; or **D** for Deduction.

Use the CHANGE function to change a Tax

Record. First enter the date of the record (use the REPORT function if you need to find it). *Your Personal Net Worth* will ask you, **CORRECT TRANSACTION YES/NO: N**. Answer appropriately and enter the changes.

Use the DELETE function to delete a Tax Record. Follow the same procedure as for changing a Tax Record.

The REPORT function will display or print your tax entries and give you Income, Sales Tax, and Deduction Totals.

Tax-filing time occurs in April, but by that time you have probably begun to enter data into *Your Personal Net Worth* program for the new year. There is a simple way to prevent interference between last year's records and this year's data.

We suggest that before you close your books at the end of the year you review your TAX RECORDS and make any necessary adjustments. Next, copy your data disk onto a new disk; label this disk "Tax Records" with the appropriate date. **YOU MUST MAKE A COPY BEFORE YOU PERFORM A YEAR-END BECAUSE THE YEAR-END ERASES ALL THE DATA IN YOUR TAX RECORDS FILE.** As an extra precaution, print a paper copy of these tax records and staple it to a copy of your completed return to keep for your own records.

Personal Property

PURPOSE

- To keep an inventory of your personal belongings.

USE FOR

- Jewelry
- Furs
- Antiques
- Furniture
- Equipment
- Book collection
- Stamp collection

NOTE

- The total of Personal Property Items cannot exceed 250. If you need more than this, use another disk. You may then have 250 items on each disk.
- The Quantity Field is limited to ± 9999 .
- ALL ENTRIES IN *YOUR PERSONAL NET WORTH* PROGRAM VIE FOR THE SAME SPACE. To solve this problem, we recommend that you use one disk for PERSONAL PROPERTY, another for STOCK PORTFOLIO, and a third for your financial data.

When you select **PERSONAL PROPERTY**, the screen you see will request the following data (use the ADD function to enter this data):

ITEM # A unique number to identify the item from 1-250.

YEAR The year that the item was acquired. If you can't remember, it's fine either to guess or to give the present year (use two digits).

DESCRIPTION A description of the item (use up to ten characters). Include the quantity if there is more than one item.

PURCHASE AMOUNT The total purchase price.

MARKET VALUE The current market value of the item.

INSURED (Y/N) Insured items (Y); uninsured (N).

Use the **CHANGE** function to change the information on an item. Before you can make a change you must enter the Item Number. Use the **DELETE** function to delete an item. You must first enter the Item Number. You will then be asked, **ARE YOU SURE YES/NO: Y**. Answer appropriately.

Use the **REPORT** function to display or print a report of the entire file.

Stock Portfolio

PURPOSE

- To record your stock purchases and sales.
- To keep a history of your portfolio.

USE FOR

- Stock purchases
- Stock sales
- Changes in market value

NOTE

- Although there is no limit to the total of stock entries you can make, remember that **ALL ENTRIES IN YOUR PERSONAL NET WORTH PROGRAM VIE FOR THE SAME SPACE**. To solve this problem, we recommend that you use one disk for **PERSONAL PROPERTY**, another for **STOCK PORTFOLIO**, and a third for your financial data.

When you select **STOCK PORTFOLIO**, the following screen will appear:

The only way to correct an error in a stock entry is to make a "Reversing Entry": enter the same transaction data but make the #SHARES a negative number.

PERSONAL NET WORTH	
STOCK PORTFOLIO	
→	<ol style="list-style-type: none">1. BUY SHARES2. SELL SHARES3. CHANGE STOCK4. DELETE STOCK CODE5. STOCK REPORT
SELECTION: <u>1</u>	

The **STOCK PORTFOLIO** selection has the following major functions:

BUY SHARES Enters the purchase of a stock.

SELL SHARES Records the sale of a stock.

CHANGE STOCK Changes the value for any existing stock and records dividends.

DELETE STOCK CODE Deletes a Stock Code and all the records associated with that stock. After you have selected this function, enter the Stock Code to be deleted. To delete a stock, the quantity held must be zero.

STOCK REPORT Displays or prints a report of your **STOCK PORTFOLIO**.

BUY AND SELL SHARES

When you select **BUY** or **SELL SHARES**, you will see the following screens:

Most people will use the same stock symbols that their stockbroker uses. However, you may use any symbol you wish (up to five characters).

STOCK PORTFOLIO	
BUY SHARES	
STOCK CODE	: _____
DESCRIPTION	:
# SHARES	:
PRICE/SHARE	:
BROKER'S FEE	:

There are three decimal places allowed on PRICE PER SHARE since stock prices are quoted in 1/16 and 1/8 increments. So if you paid 2¾ for a stock, you would enter it as 2.375.

STOCK PORTFOLIO	
SELL SHARES	
STOCK CODE	: _____
DESCRIPTION	:
# SHARES	:
PRICE/SHARE	:
BROKER'S FEE	:

Enter the following data for either screen:

STOCK CODE Stock symbol.

DESCRIPTION Name of the stock. If you have entered it previously, *Your Personal Net Worth* will fill in this field for you.

SHARES Number of shares bought (or sold).

PRICE/SHARE Price per share.

BROKER'S FEE Total commission or fee you have paid for this transaction.

CHANGE CURRENT STOCK INFORMATION

To change any information on a stock you hold, select the **CHANGE STOCK** option. The following screen will appear:

STOCK PORTFOLIO			
CHANGE STOCK			
STOCK CODE	:	_____	
DESCRIPTION	:	_____	
QUANTITY	:	CURRENT	SOLD
AVERAGE PRICE	:		
MARKET VALUE	:		
AMOUNT PAID	:		
AMOUNT GAINED	:		
DIVIDEND PAID	:		

Enter the code of the stock whose information you wish to change. *Your Personal Net Worth* will display the necessary information and allow you to update the following fields:

DESCRIPTION Enter a new description or press **RETURN**.

MARKET VALUE Enter the new market price for the stock or press **RETURN**.

DIVIDEND Enter the total dividend paid. If you have already been paid a dividend, *Your Personal Net Worth* will add the previous dividend to the new dividend.

The remaining fields are updated during a buy or sell transaction; you cannot change them here. The **AVERAGE PRICE** is calculated by including the

broker fees as part of the price. The AVERAGE HISTORY PRICE is calculated by subtracting the broker fees from the selling price. All calculations of gain and loss are based on the AVERAGE PRICE and the current MARKET VALUE. MARKET VALUE is always set to be the last price you paid for a stock, unless you manually adjust it.

DELETE STOCK CODE

When you select **DELETE STOCK CODE**, the following screen will appear:

STOCK PORTFOLIO			
DELETE STOCK CODE			
STOCK CODE	:	_____	
DESCRIPTION:	:	_____	
QUANTITY	:	CURRENT	SOLD
AVERAGE PRICE	:		
MARKET VALUE	:		
AMOUNT PAID	:		
AMOUNT GAINED	:		
DIVIDEND PAID	:		

You will be asked to enter a Stock Code. When you enter the Stock Code, your current data on that stock will appear on the screen. *Your Personal Net Worth* will then ask **ARE YOU SURE YES/NO: Y**. If you respond with a **Y** (Yes), all the records on that stock will be deleted.

Note: *Your Personal Net Worth* will only allow you to delete a stock if the number of shares held currently is zero. If you still hold shares, the words

CAN'T DELETE, STOCK IS ACTIVE will appear on your screen.

STOCK REPORT

The STOCK REPORT selection from the STOCK PORTFOLIO menu allows you either to display a report of your portfolio on the screen or print one on the printer.

STOCK REPORT will list each stock's history and give you the total of

- Stocks
- Shares Held
- Shares Sold
- Dividends
- Amount Paid
- Amount Received
- Held Gain
- Sold Gain

Maintenance and Year-End

PURPOSE

- To perform data maintenance functions.
- To "close" your financial records for one year.
- To prepare for the next year's financial records.

USE FOR

- Creating a new data disk
- Saving data onto a formatted data disk
- Loading data from a formatted data disk
- Specifying printer type
- Closing books

When you select **MAINTENANCE**, the following screen will appear:

PERSONAL NET WORTH	
MAINTENANCE	
→	<ol style="list-style-type: none">1. CREATE DATA DISK2. SAVE DATA3. LOAD DATA4. SPECIFY PRINTER5. YEAR-END MAINTENANCE
SELECTION: <u>1</u>	

CREATE DATA DISK

Use the CREATE DATA DISK option whenever you need to format a new disk. Because the disk that is created will not contain any Account Numbers or Transaction Histories, it can be used for a new set of financial data. You could, for example, use it exclusively for your STOCK PORTFOLIO data. Or, if you did not like the data disk that was provided in *Your Personal Net Worth* package, you could use the CREATE DATA DISK option to make a brand-new data disk for your own specific accounts.

Note: Do not use this option to start a new calendar year. Instead, use option number five: YEAR-END MAINTENANCE.

SAVE DATA

Use the SAVE DATA option to save your data onto a formatted disk after you have made many entries but are not yet ready to exit from *Your Personal Net Worth* program.

This option is both for your convenience and for your protection. For example, if there were a thunderstorm and you were afraid of a power

outage but still needed to continue working, you could use the SAVE DATA option to periodically save your work. Unlike the EXIT function, which also saves your data on the disk, the SAVE DATA option will return you to where you left off, rather than take you back to the beginning of *Your Personal Net Worth* program.

LOAD DATA

The LOAD DATA option works in conjunction with the SAVE DATA option. You would use this option if you have saved your data onto a disk and wish to reload it into your computer. If, however, you have saved your data and it is already in the computer's memory, you do not need to reload.

Note: The SAVE DATA and LOAD DATA options will save and load all of your unposted entries. Each time you begin *Your Personal Net Worth* program and go to the MONEY MANAGEMENT screen, your data is loaded automatically.

SPECIFY PRINTER

Your Personal Net Worth is designed to work with nearly any printer that can be used with your computer.

COMMODORE 64

If you are using a different type of printer other than a specific Commodore printer, select the option marked **OTHER** (change the setting to "1").

ATARI

Your Personal Net Worth is set up to work with an 80-column printer. If you want to use an Atari 820 printer, change the setting to "1".

APPLE

Select the option called **CONFIGURE SYSTEM**.

Within this option, set the slot your printer is in (slot 1 is the default) and the slot your disk drive is in (slot 6 is the default). *Your Personal Net Worth* will work with any printer that can be used with your Apple computer.

PRINTER SETTINGS

Because every printer and computer works a little differently, you may need to set some switches inside your printer to get it to work properly with *Your Personal Net Worth* program. We recommend the following settings:

SETTINGS	APPLE	ATARI	COMMODORE
Eight-bit Codes	Yes	Yes	Yes
Skip Perforation	No	No	No
Line Feed	No	Yes	No

YEAR-END MAINTENANCE

This selection allows you to prepare your records for a new year. When you select YEAR-END MAINTENANCE, you will be asked

ARE YOU SURE YES/NO: Y

Enter **Y** to proceed with the Year-End. THIS PROCEDURE WILL ERASE:

- Actual balances on Income and Expense Accounts
- All Tax Records
- All Journal entries
- All HISTORY files

It will not erase:

- PERSONAL PROPERTY Records
- STOCK PORTFOLIO
- Assets and Liabilities

Before performing the Year-End, be sure you have entered all the transactions for the year, printed Journals, and posted entries. **BE SURE YOU HAVE PUT AWAY A COPY OF YOUR DISKS BEFORE PROCEEDING!**

Follow this procedure when performing a Year-End closing:

1. Make sure all entries are entered, printed, and posted.
2. **MAKE A COPY OF YOUR DATA DISK!** Label the diskette and put it away for safekeeping.
3. Perform Year-End (see below for specific instructions). It takes about five minutes.
4. Enter the Budgets for the new year.

TO PERFORM A YEAR-END

To perform a Year-End, follow these instructions:

1. After you choose YEAR-END MAINTENANCE, *Your Personal Net Worth* will ask you for the Household Name of your disk. Type in the correct name and press **RETURN**.
2. *Your Personal Net Worth* will ask you to

INSERT NEW DISKETTE AND PRESS RETURN

3. After you have inserted a new diskette (or one you no longer need), *Your Personal Net Worth* will check to see if your diskette has been used before. It will ask

ARE YOU SURE YES/NO: Y

Answer appropriately.

4. *Your Personal Net Worth* will begin to format the disk (which takes approximately five minutes on the Commodore 64 and less time on the Atari or Apple). When the process is complete, all the relevant data will have been transferred onto the new disk.

Diskettes wear out after prolonged use. The beginning of a new year is a good time to start a new data disk.

Error Messages

Your Personal Net Worth checks for errors in various places in the program. Error messages are displayed immediately and are self-explanatory.

The major types of errors you will encounter are:

- Disk Errors
- Data Entry Errors
- File-full Errors

DISK ERRORS

Disk errors occur when *Your Personal Net Worth* looks for a program or data on the disk and does not find what it needs. This is caused by having the wrong disk or no disk in the disk drive.

Check the drive and make sure the correct disk is inserted. Also make sure the disk door is closed.

DATA ENTRY ERRORS

Data entry errors occur when you enter invalid data. At such times, *Your Personal Net Worth* will

“beep”, rejecting the entry and forcing you to re-enter.

When *Your Personal Net Worth* requires an Account Number, Stock Code, Inventory Code or Credit Card Number and does not get what it expects, one of several messages is displayed.

INVALID ACCOUNT NUMBER: You have entered an Account Number that is inappropriate to your menu (e.g., an Income Number when an Expense Number is required).

ACCOUNT #044 DOES NOT EXIST: This message will result if you try to use an Account Number that was not “created” on your data disk. This message also will result if you try to add an account that already exists.

OTHER ERRORS

If you press a key on a menu that is not an option, *Your Personal Net Worth* will “beep” at you.

If *Your Personal Net Worth* expects to find your data disk in the drive and cannot find it, it will say

WRONG DISKETTE! PLEASE INSERT YOUR DATA DISKETTE AND PRESS RETURN

If *Your Personal Net Worth* expects to find your Program Disk in the drive and cannot find it, it will say

INSERT YOUR PERSONAL NET WORTH DISK AND PRESS RETURN

In either case, just insert the appropriate disk and *Your Personal Net Worth* will continue with your directions.

FILE-FULL ERRORS

Your files fill up as you enter your data. To avoid having your files full, perform the following:

1. Post AT LEAST once a month (preferably more often).
2. Reconcile and purge all your Bank Accounts periodically.

If your files do fill up and none of the above procedures help, you can create more room for your accounting data by placing your STOCK PORTFOLIO and PERSONAL PROPERTY items on separate disks. To do this, perform the following:

1. Create a new data disk with a name that indicates you are storing Stock or Personal Property Items.
2. Use the LOAD DATA option from the MAINTENANCE selection to load the data from your full disk into memory.
3. Remove the full disk and insert the new one you created in Step One.
4. Use the SAVE DATA option from the MAINTENANCE selection to save the data on the new disk.
5. From the original disk, print or display a list of your PERSONAL PROPERTY or STOCK PORTFOLIO items and delete them from that disk (use the DELETE function). This operation will make room on the original disk for more accounting data.
6. To make room on the new disk for your PERSONAL PROPERTY or STOCK PORTFOLIO items, perform a Year-End on this disk. This action will remove the accounting data from the new disk.

GLOSSARY

ACCOUNT	A place to keep the records of similar financial transactions; a money category (e.g., a Loan Payment Account, a Dividends Received Account).
ACCRUAL METHOD	A system of accounting in which income and expense transactions are recorded when they occur, regardless of whether the actual monies involved have been paid out or received.
ACTUAL(S)	The true dollar and cent amount of a transaction.
ADJUSTMENT	A term applied to any financial transaction created to correct, or otherwise alter, a previous transaction.
AMORTIZE	To pay off a loan, together with the interest charged, over a period of time. An "Amortization Schedule" is a table of numbers showing the payments required over the period of time involved to fully pay off the loan.
ASSET	<p>A thing of value that you own. It may have value because it</p> <ul style="list-style-type: none">● has purchasing power (e.g., cash).● represents a money claim (e.g., U.S. Savings Bonds).● can be sold for money (e.g., a boat).● offers potential benefits, rights or services to the owner (e.g., a building).
BACKUP	Files, equipment or procedures that are available if the originals are destroyed or otherwise unusable.
BALANCING	A test for equality between two sets of equivalent items. Any difference indicates an error.

BALLOON PAYMENT	The amount of a loan that must be paid in a lump sum, either at the beginning or the end of the loan period.
BUDGET	A financial forecast; an estimate, often itemized, of expected income or expense.
CALCULATION	The performance of various mathematical operations yielding a numeric result.
CASH METHOD	A system of accounting in which income and expense transactions are recorded only when the monies actually involved are paid out or received.
CHART OF ACCOUNTS	A table listing the numbers and titles of all accounts used in an accounting system.
DEPOSIT	The act of putting money into an account used to retain money (e.g., a bank deposit).
DISCOUNT RATE	A percentage figure that represents an amount of money you may deduct from a debt you owe.
DIVIDEND	A payment, usually in cash, made to the stockholders of a company, from the company's profits.
DOCUMENTATION	Written records for the purpose of providing communication.
ENDORSEMENT	The marking of a document so as to direct or to restrict its further use.
ENTRY	The recording of a transaction.
EXPENSE	The cost of the use of things or services; any amount of money paid for merchandise or service.
FIELD	A unit of data within a record that constitutes an item of information (e.g., a date, an account number, an amount).
FILE	Any set of related data records that are kept together (e.g., History Records are kept in a HISTORY file).

**FILE
MAINTENANCE
FISCAL YEAR**

Changing information in a file through addition, deletion or replacement.

A twelve-month period established for accounting purposes, usually January 1 through December 31 for most taxpayers.

FUTURE VALUE

The possible future value of a given amount of money held today.

HISTORY

The file of all the accounts in an accounting system. It includes all of the transactions processed to those accounts. Also known as "Ledger".

INCOME

The inflow of Assets; sometimes called "Revenue"; the receipt of cash, merchandise or property.

**INSTALLMENT
PURCHASE**

Merchandise, property or service that is acquired now, but paid for over a period of time.

INTEREST

Any amount paid or received for the use of money; a usury rate (e.g., interest is paid on a Savings Account because the bank is using the saver's money).

INQUIRY

A request to obtain information without altering it.

JOURNAL

A temporary chronological record of all the different types of financial transactions performed in an accounting system; sometimes called "Book of Original Entry" (e.g., your checkbook).

LIABILITY

Debts; money you owe to others.

LIFE

The term of a loan; the number of months or years over which payment must be made.

MARKET VALUE

The sale value or cost value of an item.

MORTGAGE

A contractual loan established for the purpose of purchasing real estate.

NET WORTH

The excess of assets over liabilities; the amount of money remaining after you sell all of your assets and pay off all of your debts.

PAYABLE(S)	The amount of money you owe on any given debt; the collection of all the debts you owe.
PAYMENT	Any financial transaction that decreases a debt.
POSTING	The process of recording Journal transactions in the accounts that they increase or decrease; the transfer of transactions from the Journal to the HISTORY (Ledger) file.
PRICE PER SHARE	The amount of money paid for one share of stock; often expressed in eighths of a dollar (e.g., $\frac{1}{8} = .125$).
PRINCIPAL	The amount of a loan payment that actually reduces the original amount borrowed.
PURGE	To clean or clear out a file (e.g., you purge your BANK RECORDS file of all your cancelled checks.)
RECEIVABLE(S)	Any amount of money owed to you; the collection of all money owed to you by others.
RECONCILE	The identification of differences between two substantially identical files; the act of "balancing" your checkbook with your bank statement.
RECORD	The collection of all fields that pertain to a transaction.
SALES TAX	An amount added to a purchase payable to the government.
SAVINGS GOAL	A projected amount to be saved over a period of time.
STOCK PORTFOLIO	The records of all stocks owned by a person.
TRANSACTION	The record of any monetary operation performed that increases or decreases an account.
TRANSACTION FILE	Any file containing records of transactions.

UPDATE

To change information in a file through the addition to, or the subtraction from, a value in a field within the record.

YEAR-END

The end of the fiscal accounting period; the process of finishing up the financial transactions that occurred within a fiscal year (e.g., "closing your books").

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